

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

30 November 2015 7.00pm

MEETING ROOM Fryern Pavilion, Fryern Recreation Ground

COUNCILLORS PRESENT: Councillors, Grajewski (Chairman) Atkinson, Boyes, Broadhurst, Cox (Vice Chairman), Duguid, Luffman, Johnson and Pragnell.

In Attendance: Duncan Murray (Parish Clerk) and Cllr Scott.

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were none.

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. TO NOTE THE MINUTES OF THE MINUTES OF PREVIOUS MEETING HELD 26 OCTOBER 2015 AND PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 9 NOVEMBER 2015.

Members noted the minutes.

4. MATTERS FOR RESOLUTION

- a) **To discuss and agree the updating of Policies and Procedures for the Terms and conditions of Works and Services, Management of Contracts and Services, controlling contractors' Health and Safety on site and Health and Safety Policies that affect the organisation and operations of staff.**
 - i) Members went through the documents page by page agreeing alterations to the Terms and Conditions for Services including Living Wage, that it be for contracts of value UNDER £50,000, clarifying VAT requirements for invoice, copyright, insurance requirements, and other statute provisions with regard to bribery and corruption. The health and safety constraints were asked to be redrafted to make them as clear as possible in terms of responsibilities. It was also noted that the relevant contract limit in the Financial Regulations should be reduced to £50,000.
 - ii) The Control of Contractors Policy was rejected as it would be more appropriate to create a process to contract start. Members discussed the possibility of hiring a Project Manager for larger or more complex contracts as that put the onus on the consultant. A revised document was requested by Members.
 - iii) The draft revised Health and Safety at Work Policy was discussed by members with concern being expressed that the Clerk was nominated as the responsible Safety Officer with the vicarious liabilities that the Clerk could be held responsible for. The Clerk was asked to revert to HALC and EBC for guidance on the matter and how some responsibilities could be outsourced.
 - iv) The draft revised Lone Worker Policy was noted as having the important point of telling someone where you are going and when

you should be back missing. Also training needs for Lone Workers were discussed for two employees.

b) To discuss and agree to make a recommendation that a Contracts Guidance Document is adopted after agreement by Asset Management and Audit and Risk Committees.

Cllr Scott briefed Members on the guidance note which was noted and agreed to be taken forwards. Clarification was given on Financial Regulation 4.1 and that the authorisation request for expenditure was originated by the Clerk where it used Committee Chairman and the Chairman of the Council co-authorisation for up to £2,500 of expenditure.

c) To discuss and agree the interim use of the Terms and Conditions for the use of the resurfaced tennis courts at Hiltingbury.

Members went through the draft terms and conditions adding couple of points of clarification on acceptable state of dress when playing tennis, the need for Council authorisation to play other games on the courts, cancellation of key cards and recovery of costs following malicious damage. The following proposal, seconding and a show of hands the interim use of the Terms and Conditions of Use was AGREED.

5. TO NOTE THE FINANCIAL REPORTS:

i. SAGE current account reconciliations from 17 October – 19 November and (most recent bank statements)

The bank reconciliation was noted.

ii. To note the draft budget for the Council's core commitments and potential grant budget, to make any further suggestions for items the Clerk might be requested to include

Members reviewed the current draft and noted that the net tax base had increased slightly giving slightly higher potential Precept request and lower Council Tax Support Grant figures

iii. To agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.

The payments were proposed and seconded and on a show of hands AGREED

6. TO NOTE UPDATES ON OTHER ITEMS

- a. Groundworks (South) Velmore Centre Youth Provision**
- b. Legal Briefing on Accesses to Open Spaces**
- c. Pensions (HR Committee)**
- d. Predicted Asset Improvement Funds Year End**

The Clerk commented that Groundworks were attending the Full Council meeting of 14 December, the legal briefing note had been received by the Asset Management Committee and letters were going out to residents with gates onto

recreation fields, the pensions issues were being followed up by the HR Committee and finally there had been no time to do an Asset Improvement Fund at the year-end prediction and that it would be best to combine this within the 3rd Quarter financial reports.

7. TO MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA.

The First Responders were asked to be invited to the beginning of the next meeting to talk about their funding needs and to see if funding might be available in the future. The Fryern Funtasia was also mentioned for an item with contacts being Cllrs Atkinson, Boyes and Hughes.

8. DATE AND TIME OF NEXT MEETING

Agreed as 7.00pm 18 January 2016, Fryern Pavilion, Greenways.

That being all the business the meeting closed at 8.58 pm.

Chairman.....