

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

13 OCTOBER 2014 7.00pm

DEVON AND CORNWALL ROOM, VELMORE COMMUNITY CENTRE

COUNCILLORS PRESENT: Councillor Grajewski (Chairman), Councillors, Atkinson, Boyes, Cox, Johnson, Luffman, Pragnell and Scott.

In Attendance: Councillor Aubry

1. APOLOGIES

Members were informed of the Clerk's absence due to the interment of his father's ashes on the Friday. Cllr Broadhurst's later sent apologies as he had a conflict with a Cabinet meeting at EBC which started at 7.30pm.

2. DECLARATIONS OF INTEREST

None declared.

3. TO NOTE THE MINUTES OF THE MINUTES OF PREVIOUS MEETING HELD 1 SEPTEMBER 2014 AND PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 15 SEPTEMBER 2015.

Members noted the minutes. Cllr Cox requested a correction that she had indeed attended.

4. MATTERS FOR RESOLUTION

- a) **TO DISCUSS AND RESOLVE THE PROVISION OF A SUITABLE CLOUD BASED IT SERVICE (AS PREVIOUSLY AGREED 26 FEBRUARY 2014, MINUTE POINT 8), TO ENABLE THE PROVISION OF ADEQUATE ICT MAINTENANCE, INTERNET SECURITY AND TO AUTHORISE THE EXTENT OF THE ANNUAL BUDGET (WITHIN THE AGREED WEBSITE/IT BUDGET OF £10,000) FOR THE PROPER OFFICER TO CARRY OUT HIS INSTRUCTIONS**

The Chairman started this item by reporting the recommendation of the Audit and Risk Committee's meeting of Friday 10 October 2014 that the proposed Microsoft Gov E3 package for 3 users and a maintenance contract be provided. The debate on the item then began with Cllr Pragnell taking the floor. He referred to the minutes of February 2014 commenting on the need for 3 quotes and the assumption of of both provision of one system and 6 years email storage. He also commented that he had read the Freedom of Information Act and it had no requirement for archiving of emails although it did mention 5 years. He commented that he felt that the council was being misled and he had not seen a business case and suggested piggy-backing EBC's system or that of a local school.

13 October 2014

The Chairman commented that EBC were indeed moving to a Cloud system. Cllr Pragnell commented that he felt the Parish Council was being corralled and that all the options should have been put forward and that he was unhappy with it. Cllr Atkinson responded in terms of the requirements of financial record and the note from the Clerk on this matter which also mentioned employment law issues.

The Chairman reminded Cllr Pragnell that the report came to the Committee in February 2014 and it was on the basis of that report that the decision was taken then to use a Cloud based system. Cllr Boyes suggested that if Cllr Pragnell wanted a business case he should provide one. Cllr Luffman continued the debate accepting legislation and capacity at Borough and County provision and whether that could be cheaper. Members agreed that making cost effective decisions was important. Cllr Atkinson pointed to the Clerk's report and the issues it raised and that further prevarication was most undesirable.

In closing the debate the Chairman reminded members of the recommendation of the Audit and Risk Committee from the previous Friday and that there were 3 quotes in front of Members. Cllr Pragnell felt that this was comparing apples and pears as they all related to different solutions. The Chairman commented that it was a 12 month contract and that it could be reviewed against other quoted costs at the time of renewal. It was suggested by Cllr Scott that it be reviewed earlier, potentially commencing as early as February.

Provision of the E3 Microsoft Government Cloud based system was AGREED to RECOMMEND to full Council for a 12 month contract.

b) TO DISCUSS AND AGREE THE NEED, PROVISION AND BUDGET FOR A ROOM AND PITCH BOOKING SYSTEM, HOSTING SECURED WEBSITE, SECURE FINANCIAL TRANSACTIONS AND ABILITY TO INTEGRATE INTO SAGE (WITHIN THE AGREED WEBSITE/IT BUDGET OF £10,000)

The Chairman asked if there was an agreed need for such a system and the need to discuss it. Various members commented briefly on a system being essential if they wanted rooms and pitches to be booked out.

There being no other comments the item went to a vote and it was AGREED to make a RECOMMENDATION to Full Council that such a booking system be progressed. After the vote was taken Cllr Pragnell,

13 October 2014

who had voted in favour of the motion, enquired as to whether this would involve any cost to the Council. When it was confirmed there would be, as detailed in both the motion and the Clerk's briefing. Cllr Pragnell commented that he was unhappy at the size of the budget. It was pointed out that the budget for 2015 – 2016 was due to be set soon and that his comments and concerns could be noted at that time. Cllr Boyes mentioned that the proper purpose of the committee was to monitor and review expenditure to ensure that they obtained good value for money. That they were currently in uncharted waters and had to learn as services developed. It was also commented that under the Financial Regulations the expenditure was within the authorisation limit of the Clerk and Chairman of the Committee, not requiring a motion and resolution.

c) TO DISCUSS AND AGREE ANY ACTION POINTS REFERRED TO THE COMMITTEE BY THE AUDIT AND RISK COMMITTEE MEETING OF 10 OCTOBER 2014.

Following the meeting of the Committee, the Chairman reported the 16 recommendations that were being taken forward by that Committee to Full Council and as contained in that Committee's minutes. Cllr Luffman commented on the audits and concerns that there were a number of audits where comments made had not implemented recommendations and that this showed a lack of ability to comply with requirements. Cllr Atkinson clarified the issues and difficulties that the Council had faced and that the accounts had been prepared by external accountants and that this had a result of errors in postings that had arisen. She clarified that at no time had funds been at risk. She also commented that the new Clerk had already taken on board some of the issues mentioned and rectified the systems.

Cllr Luffman enquired as to whether prior to the next audit the report could be brought back as issues cleared. The Chairman suggested that it be taken to Audit and Risk, but it was also suggested that it come to this Committee in the first instance.

The other points raised at the Audit and Risk Committee and as contained in their recommendations were discussed including:

That, if a Member has an interest in any application for a grant, that interest should be declared in advance, but the Member may speak to the application before retiring during any vote; on condition the Council's bankers can allow "Read Only" facilities on the internet, the following Financial Regulations be adopted (Special Motion moved as

13 October 2014

per SO 7(a)): FR 6.10, BUT replace "payment for certain items" with "oversight of accounts", and delete all after "banking"; FR 6.11, BUT delete final sentence; FR 6.12, 6.13 and 6.14; FR 6.15, BUT delete all after "who will be authorised", and insert "to access the accounts' records"; FR 6.16; that a clear and robust protocol for payments be adopted when possible; to censure the previous Chair of Policy and Finance Committee and the former Clerk for not effectively following up Minute 8 of the meeting of 26th February 2014, but leaving unconsidered and unreported the required three quotations for when the matter was returned to in September 2014; that the Council installs Microsoft 365/E3, with facilities for three users and a one-year maintenance contract; and that the Policy and Finance Committee and the Assets and Amenities Committee be asked to identify risks of having to replace or seriously overhaul assets in the future.

5. FRYERN FUNTASIA EVENTS ACCOUNT UPDATE

Cllr Atkinson commented on having received some information from Cllr Hughes and that there were other financial matters that needed to be reported from SAGE and that she would take it back to the Clerk and draw his attention to it. It was mentioned that there was the possibility of a small loss. It was agreed to bring this back to the next meeting.

6. TO NOTE THE FINANCIAL REPORTS:

- I. SAGE RECONCILIATIONS FROM 01/04/2014 TO 18 SEPTEMBER 2014 (MOST RECENT BANK STATEMENTS);**
- II. HALF-YEAR EXPENDITURE TO BUDGET/P&L;**
- III. TO AUTHORISE THE PAYMENT OF OVERTIME TO THE ASSISTANT PARISH CLERK OF 20 HRS OVERTIME FOR THE PERIOD JANUARY TO 31 JULY 2014; AND**
- IV. TO AGREE THE PAYMENTS MADE AND TO AUTHORISE PAYMENTS DUE, TO SIGN CHEQUES.**

The SAGE bank reconciliations and the half year expenditure to budget and profit and loss accounts were AGREED.

The overtime for the Assistant Parish Clerk was agreed (another item was also considered and agreed as a confidential minute). It was suggested that a budget should be agreed for the Clerk to authorise overtime for other officers but overtime by the Clerk would need to be authorised by this Committee if payment was to be made instead of taking time off in lieu.

13 October 2014

The payments made were AGREED and signed by the Chairman.

7. DATE AND TIME OF THE NEXT MEETING

This was agreed as the 17 November 2014 at Meeting Room 1, the Methodist Church

That being all the business the meeting closed at 7.52p.m.

Chairman.....