

## **CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE**

**14 September 2015 7.00pm**

### **MEETING ROOM Fryern Pavilion, Fryern Recreation Ground**

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

**In Attendance:** Duncan Murray (Parish Clerk).

#### **Public Participation:**

There were no members of the public present.

#### **1. APOLOGIES**

Cllr Luffman sent his apologies, Cllr Pragnell was not present.

#### **2. DECLARATIONS OF INTEREST**

Cllr Grajewski made a declaration of a non-disclosable non-pecuniary interest on the Agenda item 4.c as her husband is a trustee of the Hiltingbury Community Association (HCA). Cllr Duguid also declared a non-disclosable non-pecuniary interest on the same item as a trustee of the HCA. It was decided that Cllr Grajewski could continue to chair the item but neither councillors could either join the debate or vote on the item.

#### **3. TO NOTE THE MINUTES OF THE MINUTES OF PREVIOUS MEETING HELD 13 JULY 2015 AND PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 27 JULY 2015.**

Members noted the minutes.

#### **4. MATTERS FOR RESOLUTION**

**a) To discuss and agree the seeking of a solicitor's briefing note on the potential impacts of accesses onto the recreation grounds from private dwellings, both where they have cut through council chain link (and other) fencing and erected their own and where there has been no previous fencing, the briefing note to also include the potential of incidents from dogs and others either entering onto or exiting from the council's land.**

The Clerk had table an extract from the most recent Asset Management Committee meeting's draft minutes at which the recommendation had been discussed so as to help Members understand the debate that had been held so far. No debate was called for. It was proposed by Cllr Atkinson and seconded by Cllr Broadhurst and AGREED UNANIMOUSLY that the recommendation to gain a legal briefing, within Financial Regulation 4.1, from the Council's solicitors on these matters be acted on.

**b) To discuss and agree a budget for bulb planting around the parish (not restricted to the council's land).**

Members discussed a potential budget and a maximum of £500 was suggested to include planting. Members also agreed that if match-funding opportunities were available from suppliers these should be looked into. The Clerk was asked to see if EBC could undertake the planting. It was agreed that this was a matter of getting the ball rolling on a planting scheme across the parish, and that if donations were given donators would be rewarded by a mention in the newsletter in preference to little plaques. It was proposed by Cllr Atkinson and seconded by Cllr Broadhurst that a

budget of up to £500 be made available to both purchase and plant spring bulbs in the parish. All AGREED.

**c) To discuss and agree grant applications received from The Hilt (contribution to mitigate costs of putting on the Extravaganza on 20 September 2015).**

The Clerk informed Members that there was still the whole of the £4,000 budget available for Community Events as the Fryern Funtasia did not need to call on any of the funds made available to them.

Members without any declarations of interest expressed their support due to the community benefits the event created and that it was attended by many residents. As a point of information only Cllr Duguid mentioned that any surplus generated went into the Social Account to help fund Christmas dinners and other charitable events.

It was proposed by Cllr Boyes and seconded by Cllr Atkinson and AGREED by all those who were eligible to vote that £1,000 be made available as a grant to support the Hiltingbury Extravaganza.

**5. TO NOTE THE FINANCIAL REPORTS:**

- i. SAGE current account reconciliations from 19 June to 19 August 2015 (most recent bank statements);**
- ii. to note the External Auditor's Report 2015;**
- iii. to note and agree any additions to the draft Purchase Order Form (including Purchasing Goods and Supplies Terms and Conditions); and**
- iv. to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.**

The SAGE current account reconciliations were accepted by the committee. Members noted the External Auditor's report and that it was only two nil entries that had not been included on the form and recorded congratulations to the Clerk on a successful year end closure of the accounts.

On Terms and Conditions the Clerk reported he had met with David Taylor (Procurements) at EBC and that the T&C's had been taken directly from theirs, with his consent and that the Purchase Order form only had to direct suppliers to the website rather than replicate them in full. It was suggested that local small suppliers could have the Clerk apply discretion which was rejected by Members and the Clerk as due to his role as RFO it was to ensure financial policies were properly applied.

It was proposed by Cllr Broadhurst and seconded by Cllr Atkinson and agreed by all that the Terms and Conditions for the Supply of Goods be adopted. It was also noted that the last Terms and Conditions to be applied were the ones that stood.

The schedule of payments made were AGREED and the cheques for payments due signed.

**6. TO MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA.**

Pension auto-enrolment feedback had been received from EBC and it appeared it might be too complex for them to be able to administer anything outside of the LGPS. A pensions workshop had been tabled by the Clerk which had spaces available on 21 September and October in the evening the Clerk and Cllr Duguid agreed to attend and provide feedback.

**9. DATE AND TIME OF NEXT MEETING**

Agreed as 7.00pm 26 October 2015, Fryern Pavilion, Greenways.

**That being all the business the meeting closed at 7.30 pm.**

Chairman.....