

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

20 April 2015 7.00pm

MEETING ROOM Hiltingbury Pavilion, Hiltingbury Recreation Ground

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

In Attendance: Duncan Murray (Parish Clerk), Councillors Duguid and Foulds.

Public Participation:

There were no members of the public present.

1. APOLOGIES

Councillors Grajewski and Scott had sent their apologies. Cllr Pragnell was not present.

As Cllr Grajewski was absent the Vice Chairman, Cllr Cox chaired the meeting

2. DECLARATIONS OF INTEREST

There were none

3. TO NOTE THE MINUTES OF THE MINUTES OF PREVIOUS MEETING HELD 2 MARCH 2015 AND PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 16 MARCH 2015.

Members noted the minutes.

4. MATTERS FOR RESOLUTION

a) To discuss and agree the process for the appointment of consultants to advise the Parish Council on the correct provision and options for a workplace pension and payroll suppliers, and make a RECOMMENDATION of the same to Full Council.

Members discussed the pensions matter and whether there were any Members with an expert level of knowledge. The potential issues and liabilities of the Local Government Pension Scheme (LGPS) were also discussed and enrolment on it was discounted. With clear recognition of the inherent conflict of interest the Clerk faced, it was proposed and by Cllr Atkinson and seconded by Cllr Luffman to follow the Clerk's recommendation to Full Council of referral to the HR Committee. Cllr Atkinson offered to provide information to the Committee as and when, as a payroll agent, she became aware of new or updated guidance. This was agreed by all.

b) To discuss and agree a RECOMMENDATION to Full Council that the Parish Council adopts a policy that no employee shall be paid at an hourly rate less than the agreed Living Wage, that is recommended by the Living Wage Foundation, in any such year (currently £7.85).

It was agreed by Members, as proposed by Cllr Atkinson and seconded by Cllr Luffman that the recommendation of a Living Wage policy be adopted by Full Council, and to register with the Living Wage Foundation. It was noted that registering as such also carried a responsibility of encouraging contractors to pay their employees the same, it was mentioned that such a policy could be a material consideration in letting contracts.

6. TO NOTE THE FINANCIAL REPORTS:

- i. **SAGE current account reconciliations from 20 February 2015 to 19 March 2015 (most recent bank statements), Deposit Account to 31 March and HSBC Events Account (if received);**
- ii. **to note that the Council has completed its first VAT return for £47,928 as at 28 February 2015 and having had the papers called in by HMRC due to the size of reclaim will be receiving funds imminently;**
- iii. **to note initial figures for the financial year end of 31 March 2015, Profit & Loss and Balance Sheet; and**
- iv. **to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.**

The SAGE bank reconciliations and payments as above (most recent bank statements) were AGREED, the Clerk took Members through the initial year-end figures, which would be subject to finalisation by the accountants and the effects of pre-payments and accruals. It was suggested that Cllrs Boyes and Atkinson signed the cheques.

7. MATTERS TO BE TAKEN TO THE NEXT AGENDA OF THE COMMITTEE

Cllr Foulds mentioned trees and TPOs. It was suggested that desired tree planting issues be taken to the AMC.

8. DATE AND TIME OF THE NEXT MEETING

This was agreed as 7.00pm, 1 June at the Hiltingbury Pavilion.

That being all the business the meeting closed at 7.35pm.

Chairman.....