

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

1 SEPTEMBER 2014 7.00pm

HILTINGBURY PAVILION, HILTINGBURY RECREATION GROUND

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

In Attendance: Duncan Murray (Parish Clerk) and Cllr Foulds

1. APOLOGIES

2. DECLARATIONS OF INTEREST

None declared.

3. TO AGREE THE MINUTES OF THE MINUTES OF PREVIOUS MEETING HELD 26 JUNE 2014

Members considered the Minutes of the Policy and Resources Committee meeting of 26 JUNE 2014.

It was AGREED that the Minutes be signed as a true and correct record by the Chairman.

4. MEMBER'S MOTION: A REQUEST FOR £1K OF FUNDING (UNDER THE POWERS OF PUBLIC HEALTH ACT 1875) TOWARDS THE COSTS OF THE HILTINGBURY COMMUNITY ASSOCIATION'S EXTRAVAGANZA WHICH WILL CONTRIBUTE AS MATCH FUNDING OF HCA (£5K) AND HCC (£1K)

Originally proposed by Cllr Hughes who is not a voting member of the committee and not present at the meeting this was proposed and seconded by voting members. Cllr Hughes had provided a briefing paper for the committee. It was AGREED that £1000 of funding be made available under the power of the above act.

5. MATTERS FOR RESOLUTION

- a) **TO MAKE A RECOMMENDATION TO FULL COUNCIL THAT THE STANDING ORDERS, DELEGATION SCHEME, FINANCIAL REGULATIONS AND APPENDIX A OF THE ADOPTED CONSTITUTION OF THE COUNCIL BE UPDATED BY THE ADOPTION OF THE DRAFT VERSIONS DATED AUGUST 2014 AND PREVIOUSLY CIRCULATED**

Members went through the documents page by page checking for unclear meaning and inconsistencies in the model Standing Orders,

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Financial Regulations as well as the content of the delegation scheme and checking back to the appendix of the constitution of the council.

It was agreed that the delegation scheme for committees should remove substitute members due to potential conflict of interest and that the appointment of the Chair and Vice-Chair of committees should be clarified to be in line with the Standing Orders.

It was also suggested that this committee should create a sub-committee for the website and communications and the Asset Transfer Management Team should create an Amenities sub-committee.

With regard to the Financial Regulations discussion took place over authorisation limits for committees, the Chair(s) and Clerk in combination, the inclusion of Vice-Chairs in the Chair's absence and the Contracts Maintenance Officer's need to be able to authorise purchases. Authorisation limits were AGREED and it was also AGREED that the regulations referring to Internet Banking and Company Credit Cards would not be recommended for adoption by Council at the current time but would remain within the document in a 'struck through' font to demonstrate that they had not been adopted.

It was AGREED that the amended documents be recommended to Council for adoption.

b) GRANT APPLICATIONS – GROUNDWORK/VELMORE YOUTH CAFÉ GRANT OF £2,733

Following proposal and seconding it was agreed that the grant be approved.

c) TO APPROVE THE PURCHASE OF A PAIR OF 9-A-SIDE GOAL POSTS FOR FRYERN REC UNDER THE BUDGET HEADING OF 'PROPERTY COSTS INCLUDING MAINTENANCE' AT A COST OF £1,983

Following proposal and seconding and an explanation from the Chairman of the need to quickly purchase the movable goals for the 9v9 teams that would be creating enough bookings to recoup the outlay in funds within a short period of time. The purchase of the goals was APPROVED.

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d) TO AGREE THE FINANCE SCHEDULE FOR PAYMENT, TO NOTE THE PURCHASE OF A LAPTOP FOR CONTRACTS MAINTENANCE OFFICER WITHIN APPROVED BUDGET

It was noted that there was a budget for computers and that 2 laptops had been purchased, the second for the new Clerk. The purchase of the two laptop computers was approved. Cllr Foulds enquired if there was any funding for a projector for the laptops to enable plans etc to be easily viewed at committee meetings. The Clerk was asked to look at costs and report back.

e) TO NOTE THE SIGNING OF THE ASSET TRANSFER DOCUMENTS OF FRYERN PAVILION, PENNINE WAY AND PLAY AREAS, BY MEMBERS OF ATMT IN ACCORDANCE WITH THE DELEGATED POWER FROM FULL COUNCIL; TO AGREE THE IMMEDIATE PROVISION OF THE RESULTING REQUIRED INSURANCE COVER AND COSTS AS PER BUDGET.

The transfer documents signing was noted and authorisation given to take out the required insurance. It was noted that the insurance cover also provided indemnity for the management of the Hiltingbury Pavilion and recreation grounds. The Clerk was asked to return the documents to Blake Morgan the next day.

6. WAR MEMORIAL – UPDATE REPORT

Cllr Atkinson reported that the work had been completed in time for the commemoration of the start of the First World War. She also read from a letter copied to the Parish Council by St Boniface regarding the work undertaken and how complimentary they were about the workman undertaking the restoration.

Now that the work had been completed and paid for the grant monies could be collected.

7. FRYERN FUNTASIA EVENTS ACCOUNT UPDATE

This matter was deferred to the next meeting.

8. TO NOTE THE APPOINTMENT OF THE NEW PARISH CLERK/RFO AND RECOMMEND TO FULL COUNCIL THE PROPOSED SALARY.

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Whilst it was mentioned that this would normally be covered within confidential minutes Mr Murray had expressed his desire for the matter to be able to be in the public domain. Therefore the new Clerk was formally welcomed and it was AGREED that his proposed salary at £27,300 was to be recommended to Council.

The Clerk tabled a list of payments and a bank reconciliation completed over the weekend which covered the period from 1 April to 18 August 2014. These reports would form part of the report for the meeting of full Council on the 15th.

The Meeting Closed at 9.30 p.m.

Dates of next meeting(s):

The next meeting of the Chandler's Ford Parish Council will be the Full Council meeting of 15 September 2014 commencing at 7.00pm.

The next Policy and Finance Committee Meeting will be Monday 13 October 2014 Cornwall Room, Velmore Centre.

Chairman.....