

CHANDLER'S FORD PARISH COUNCIL - POLICY AND FINANCE COMMITTEE

26 FEBRUARY 2014

Hiltingbury Pavilion, Hiltingbury Road, Chandler's Ford

7.00 pm – 8.00 pm

PRESENT: Councillor Davidovitz (Chairman); Councillors Boyes, Broadhurst, Mrs Gault, Ms Grajewski, Hughes, Olson and Pragnell

In attendance – Sukey Spurlock - Assistant to the Parish Clerk

There were two members of the public present

1. APOLOGIES

Councillors Mrs Atkinson, Mrs Roberts and Streeter

2. DECLARATIONS OF INTEREST

No declarations of interest were made.

3. MINUTES

Members considered the minutes of the Policy and Finance Committee held on 13 January 2014 for accuracy

It was AGREED that:

1) The minutes for the Policy and Finance Committee meeting held on 13 January 2014 be signed by the Chairman as an accurate record.

4. MATTERS ARISING

Item 4. Members were advised that the work on restoration of the war memorial will commence in June 2014. The Reverend Bird (Vicar of St Boniface Church) has offered to arrange a re-dedication service when the work is complete with the help of the other churches in Chandler's Ford. The Chandler's Ford LAC Co-ordinator has confirmed by e-mail that the Borough Council will match the Parish Council's contribution to the £1,175.00 unfunded costs of this work. (i.e. £587.50 from each).

In acknowledging this, The Parish Clerk was authorised to confirm in writing to the Eastleigh Borough Council (EBC) that the Parish Council's share of the costs of renovating the war memorial funding will be £587.50.

Item 6. It was noted that EBC would not be including an advice note from the Parish Council to accompany the Council Tax Council Tax Bill. It was suggested that a newsletter be used for this.

It was AGREED that:

1) A newsletter be issued to provide the extra information necessary to avoid any misunderstanding of the allocation of the Parish Council element of the Council Tax. This would describe how the increase in the Parish Council Precept was compensated for, by the corresponding reduction of the portion the Council Tax levied by the EBC.

Tenders for the Fryern Extension.

Cllr David Boyes Reported on the outcome the consideration of tenders for design work on the Fryern Pavilion extension and a meeting with the Consultants. Members were advised of the differences between each of the tenders and the reasons for a proposal to endorse the appointment of Peach Maclean Ltd as Building Services Consultant, to carry out design works, for the proposed Fryern Pavilion extension, on the specified brief of TKL Architects dated 24th January 2014 on fees aligned to TKL Architects Fee Proposal Schedule.

It was unanimously AGREED to:

Endorse the Appointment of Peach Maclean Ltd as Building Services Consultants to the Fryern Pavilion extension project.

5. GRANT FUNDING APPLICATIONS

Members were advised of a Bid for a grant of £2,750 towards the funding of a Youth Café Project at the Velmore Community Centre that had been made informally to the Chairman of the Parish Council by an EBC Co-ordinator.

It was AGREED that:

As this project was in line with the Parish Council's priorities for funding, it should be recommended for support subject to the consideration of a formal Grant application.

6. GRANT POLICY REVIEW

The Parish Clerk submitted a revised grant policy and grant application form for members to authorise. It was requested that as small organisations are not required to have audited accounts that the word audited be replaced by the word 'approved' on both appendix A and B.

It was AGREED that:

The amendment be accepted and the amended Grant Policy to be recommended for approval at the next Council Meeting.

7. COUNCIL INSURANCE

Members were advised that due to timing of the receipt of insurance, the appropriate members had not had sufficient time give proper consideration to it before its circulation. Changes would be necessary to take account of the imminent expansion of the Parish Council's responsibilities. It was noted that the word Hiltingbury had been misspelt as Hiltonbury and should be changed.

It was AGREED that:

1) The insurance agreement be recommended for acceptance by the Council after the appropriate midterm adjustments due are made and considered when required.

8. Information Technology (IT) Strategy

The Clerk provided a report for IT detailing forecast requirements and a specification list to be used as a blueprint for tendering. Members discussed the strategy and recommendations.

It was AGREED that:

1) The IT report and proposal be approved

2) The Parish Clerk be authorised to obtain three quotations to the same specification as contained in the proposal

3) These be submitted for consideration at the next Policy and Finance meeting.

9. POLICY REVIEW – DISCIPLINE, DISMISSAL, AND GRIEVANCE POLICY

Members considered a Discipline, Dismissal and Grievance procedure that conforms to Arbitration and Conciliation Service (ACAS) guidelines. It was noted that no policy has yet been adopted by the Parish Council.

Members requested clarifications of some elements of the policy.

It was AGREED that:

1) The policy and procedure to be approved subject to the approval of the clarifications requested.

10. FINANCIAL MATTERS

1) Concern was expressed about inaccuracies in some of the figures contained in the financial report.

2) Members noted a suggestion that the Parish Council might consider at paying certain servicing

bills by Direct Debit. Whereas the advantages of this were recognised, questions were raised as to whether this was allowable under the Parish Constitution.

It was AGREED that:

- 1) Consideration of the financial report be deferred to allow for it to be reviewed and corrected where necessary.
- 2) Advice be sought as to the constitutional position with respect to the Parish Council adopting the practise of the payment of servicing bills by Direct Debit.

11. DATE AND BUSINESS OF NEXT MEETING

The next meeting for this committee is scheduled to be on Monday 14 April 2014 at Meeting Room 1, Chandlers Ford Methodist Church.

There being no further business to transact, the Chairman closed the meeting at 20.00 hours.