

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

**17 JUNE 2019**

### **Fryern Pavilion, Fryern Recreation Ground**

**COUNCILLORS PRESENT:** Chairman Cllr Holden-Brown; Councillors Atkinson, Broadhurst, Child, Dolbear, Duguid and Ricketts.

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

#### **Public Participation:**

There were no members of the public present.

#### **1. APOLOGIES**

Cllrs Bourne and Bicknell had sent their apologies, Cllr Johnson was not present.

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

A non-disclosable, non-pecuniary interest was declared by Cllr Atkinson over item 4(g).

#### **3. TO ACCEPT MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 29<sup>th</sup> APRIL 2019 AS PREVIOUSLY AGREED AT FULL COUNCIL ON 20<sup>th</sup> MAY 2019.**

These were accepted.

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

- a. To note that HR have agreed to the provision of temporary cover to ensure finances etc are kept up to date during the period of recruitment**

This was noted.

- b. To note the various insurance quotes received for the Parish Council's all risks cover and to discuss and agree which option should be taken up, on a 3-year basis.**

This was noted, and following brief discussion it was proposed, seconded and AGREED on a show of hands that Zurich would provide the Council's insurance cover for the next 3-years at an annual cost of £3,771.31.

- c. To note the two Internal Audit provision quotes received and to discuss and agree which should be taken up, on a 3-year basis.**

This was noted, and following brief discussion it was proposed, seconded and AGREED on a show of hands that Lightatouch would provide the Council's insurance cover for the next 3-years at an annual cost of £685. It was also noted that after this 3-year contract provision should be rotated.

- d. To discuss and agree the referred matter from PLH whether 'that this Committee accepts the insurance quoted at £280.44 per annum to provide £1M of cover and agreement is given 'in principle' to underwrite the insurance costs, so that CFPC can take out insurance for verge planting across Chandler's Ford.'**

Members discussed various matters around the request, but after being proposed it failed to be seconded and therefore the matter could not be progressed.

- e. To note the final settlement figure of the Wilding Butler account to the liquidators at £6,500, from the residual retention of £22k.**

Members were briefed on the matter with figures from the Quantity Surveyor and they noted the outcome. It was requested that the Clerk be congratulated on the achievement.

- f. To discuss and agree topics for the next parish newsletter.**

The new Sports Hall and Pavilion, Granted to You (with a short article on previous grant funded projects including the school's pond), Community Associations, the Safer Access to

Schools path and potential new crossing/refuge, pavement parking and Funtasia. It was accepted that with timings for writing, design, editing printing and distribution it would possibly be out mid to end of August.

**g. To receive the report from Vivid for the Velmore Youth Café and to confirm this year's grant.**

The Briefing Note updated Members as to the current state of funding. The £3,400 was already agreed in the budget and just needed ratification. The additional requirement of £1,700 to plug a gap left by Vivid not funding the service this year was the issue. Members expressed their significant displeasure in this funding gap, and appreciated ELAC's willingness to fund the other 50% of the shortfall of the tripartite agreement. Following proposal, seconding and on a show of hands the budgeted grant of £3,400 was AGREED. On a second proposal, seconding and show of hands it was AGREED that the additional £1,700 should be funded with a RECOMMENDATION to Full Council that it should be paid out of the General Reserve Fund.

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

- i. to note the bank reconciliations of Barclays Current Account 1 April 2019 to 17 May 2019 and HSBC Events Account 1 April to 25 May 2019,**
- ii. to note the financial risk assessment from the Internal Auditors (also goes to Full Council), and**
- iii. to agree the payments made from the SAGE payment summary, to authorise payments due, to sign cheques.**

It was noted that the reconciliations reconciled manually for both accounts and that they would be completed on Sage following corrections being posted by Humphry's Accountants once they have commenced providing bookkeeping cover.

The Internal Auditors' Financial Risk Assessment was noted with various questions being asked and a clarification/rephrasing being requested on item 7.1.

Following proposal, seconding and on a show of hands the payments made and payments due were AGREED.

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

A review of the reserves policy and publishing it on the website, working party updates, PCSO funding.

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

The date was confirmed as Monday 15 July 2019 at Fryern Pavilion, Greenways. That being all the business the meeting closed at 8.25p.m.

Chairman.....