

MEETING OF CHANDLER'S FORD PARISH COUNCIL

7.00 PM 24 JUNE 2019 FRYERN PAVILION, GREENWAYS, CHANDLER'S FORD

COUNCILLORS PRESENT: Chairman Cllr Duguid, Councillors: Atkinson, Aubry, Bourne, Broadhurst, Cox, Holden-Brown, Hughes, Irish, Kyrle, Newcombe and Pragnell.

In Attendance: Duncan Murray (Parish Clerk)

Public Participation:

There were no members of the public present.

856 APOLOGIES

These were received from Cllrs Bicknell, Child, Dolbear, Evans, Johnson and Ricketts.

857 DECLARATIONS OF INTEREST

Cllr Atkinson declared a non-disclosable, non-pecuniary interest in item 9(a).

858 CHAIRMAN'S REPORT

The Chairman gave his report concentrating on the headline features such as the handover of the Sportshall earlier that day, that he had visited and the staff were really friendly. He suggested Members might like to also visit before it got busy. He commented that the AMC would be monitoring the marketing and expenditure. Also that everyone needed to 'pedal a bit harder' to ensure that the business plan's, anticipated income could be achieved. The anticipated path around Hiltlingbury Rec had received the final part of its needed match-funding and matters would be progressed with a charitable partner to meet the needs of Landfill Community Fund's criteria and attract the main funding.

He informed Members that Mrs Spurlock had left the Parish Council and he thanked her for her service over the past five years and mentioned that there was a card etc in the parish office for Members to sign. He also said that the advert had been published for the recruitment of a replacement.

Finally he mentioned that it appeared that the council's CCTV had been helpful in securing the conviction of two offenders.

859 TO APPROVE/ACCEPT MINUTES OF MEETINGS

- a) to approve the minutes of meeting of the Parish Council held on 20 May 2019,
- b) to approve the minutes of the Asset Management Committee of 3 June 2019,
- c) to approve the confidential minutes of the HR Committee of 10 June 2019, and
- d) to approve the minutes of the Policy and Finance Committee of 17 June 2019, and to accept the financial reports made to that committee.

Each minute was gone through for accuracy, and following proposal, seconding and on a show of hands for each item, all of the meeting's minutes along with the financial reports were all AGREED or ACCEPTED as appropriate.

860. TO RECEIVE THE COUNCIL'S FINAL INTERNAL AUDIT REPORT FOR 1 APRIL 2018-31 MARCH 2019.

The Clerk briefed Members on the content of the Internal Auditors' Final Report which gave a clean bill of health.

A Member commented that this was the third successive clear audit and requested special thanks be recorded for the team.

The Final Internal Audit Report for the financial year 2018-2019 was RECEIVED.

861. TO CONSIDER AND AGREE, FOLLOWING THE INTERNAL AUDITOR'S VISIT, TO THE CHAIRMAN SIGNING OFF THE: -

- a. ANNUAL GOVERNANCE STATEMENT HAVING AGREED ANSWERS TO ALL THE QUESTIONS, IF APPROPRIATE TO DO SO.

The Clerk took the Members through each statement on the Annual Governance Statement explaining what compliance meant to each question. Following proposal, seconding and on a show of hands compliance with each point was UNANIMOUSLY AGREED and the Annual Governance Statement was signed by the Chairman and the Clerk.

- b. SIGNING OFF THE ANNUAL ACCOUNTING STATEMENT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2018, BOTH AS REQUIRED BY THE AUDIT AND ACCOUNTING REGULATIONS IN PLACE AND HAVING BEEN PREVIOUSLY SIGNED BY THE PROPER OFFICER/ RESPONSIBLE FINANCE OFFICER.**

The Clerk/RFO took Members through the Annual Accounting Statement that he had already signed off, giving clarification to the PWLB loan figures, an explanation of variances and the reconciliation between Box 7 and Box 8. Members requested that the reconciliation etc be attached to the minutes. Following proposal, seconding and on a show of hands the Annual Accounting Statement was UNANIMOUSLY AGREED.

- 862. TO AGREE TO THE CHAIRMAN AND THE RESPONSIBLE FINANCE OFFICER SIGNING THE FORMAL ACCOUNTS FOR THE FINANCIAL YEAR TO 31 MARCH 2019, AS PREPARED BY HUMPHRYS' ASSOCIATES.**

The Clerk commented in reply to questions that the Accountants had restated the assets in the Balance Sheet (with zero rated depreciation) and that the surplus for the year was in reality made up of the underspend by Acheson on the build of the sports hall to date. Following proposal, seconding and on a show of hands it was UNANIMOUSLY AGREED that the Clerk and Chairman could sign off the accounts.

- 863. FOLLOWING ACCEPT THE RISK ASSESSMENT AND MANAGEMENT DOCUMENTATION FOR**
 - a. THE COUNCIL'S FINANCIAL CONTROLS, AND**
 - b. THE COUNCIL'S ADMINISTRATIVE OPERATIONS AND ASSETS (IN FINANCIAL TERMS).**

It was commented that the Internal Auditors' Financial Risk Assessment had been examined at Policy and Finance. In terms of the Administrative Operations it was commented that it would need to be updated for Making Tax Digital when that affected the parish council in October 2019.

Following proposal, seconding and on a show of hands it was UNANIMOUSLY AGREED to ACCEPT the two risk assessment documents.

- 864. TO AGREE THE RECOMMENDATION FROM THE POLICY AND FINANCE COMMITTEE: -**
 - a. TO PROVIDE £1,700 OF ADDITIONAL FUNDING, FROM THE COUNCIL'S GENERAL FUND, FOR THE VELMORE YOUTH CAFÉ SERVICE DUE TO VIVID PULLING OUT.**

Following proposal, seconding and on a show of hands it was AGREED to fund the additional grant out of the General Fund, and the Clerk was asked to include the additional funding in to next year's budget.

- 865. MEMBER'S QUESTIONS (none submitted for the Agenda).**

The date and place of next meeting of Full Council was confirmed as 7.00pm 30 September 2019 at Fryern Pavilion, Greenways, Chandler's Ford.

That being the conclusion of business the meeting closed at 7.58pm.

Chairman.....