

POLICY AND FINANCE COMMITTEE

17 October 2012

Chandler's Ford UR Church, Kings Road, Chandler's Ford

7.00 pm – 8.59 pm

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

APOLOGIES; Cllr Luffman

In attendance – Stephen Mursell, Parish Clerk.

1. DECLARATIONS OF INTEREST

Cllrs Mrs Atkinson, Hughes and Olson stated a declaration of interest in respect of agenda 8. It was agreed that all three Councillors would leave the room whilst the matter was discussed.

Cllrs Mrs Atkinson and Gault stated a declaration of interest in respect of agenda item 7 as the purchase of photocopying equipment was to be discussed. It was agreed that both Councillors would leave the room whilst the matter was discussed

Cllr Grajewski also stated a declaration of interest in respect of agenda 6. It was agreed that Cllr Grajewski would leave the room whilst the matter was discussed.

2. MINUTES

It was agreed that the minutes for the Policy and Finance Committee meeting held on 6 September 2012 be signed by the Chairman as an accurate record, subject to the amendment of “would” for “did” in paragraph 2 of item 1.

3. MATTERS ARISING

There were no matters arising not already covered by the agenda items.

4. DIAMOND JUBILEE EVENTS UPDATE

The Clerk updated members with progress on the Christmas event at Velmore where it was proving difficult to gain commitment from organisations to supply Victorian costumes for the event.

It was suggested that the Clerk make approaches to the Women's Institute and Eastleigh Operatic Society for assistance with costumes.

5. NEWSLETTER

Cllr Ms Grajewski left the room at this stage.

The Clerk updated members with progress on the newsletter and the appointment of an editor, distribution costs and printing costs.

The Clerk advised members that two individuals had been identified who would fulfil the role of editor to the newsletter. An individual who could provide this service as part of his business activities would charge £175.00 per edition and another individual who would provide this service as a resident charging £100.00 for each edition.

Members were of the opinion that an individual who was a member of the community, with experience of editing newsletters for community groups and would charge £100.00, was the preferred choice of editor.

It was AGREED that:

1)The Clerk would secure the services of Graeme Walker to provide his editorial services at a cost of £100.00 each edition

The Clerk advised members that he had undertaken research of distribution companies who would undertake delivery of the parish newsletter. The Clerk advised members that the cheapest distributor might not carry the same guarantee of reliable delivery to all households and also the newsletter would be included in a wide range of advertising material. Therefore the impact of the newsletter may be diminished.

The Clerk proposed that the current distributor of the Chandler's Ford and Hiltingbury News would be the preferred distributor as they currently deliver to a large proportion of households in the parish and the impact of the newsletter might be greater. The delivery charges were also similar to other quotations received subject to the delivery areas being defined.

It was AGREED that:

1)The Clerk would secure the services of Tudor Distribution to deliver the newsletter at a cost of £38.00 per 1,000 leaflets, subject to confirmation of price

The Clerk advised members that research had also been undertaken of printing costs including run-on costs of additional newsletters. Members felt that decisions still needed to be taken on the quality of the paper used and the exact run-on numbers; however it was suggested a budget of £500.00 for each edition should be set. This budget was based on four sides of A4 print represented as an A3 sheet folded.

It was AGREED that:

1)The Clerk would secure the services of a suitable printer to provide for the printing of the newsletter at a budget of no more than £500.00

Members considered the question of advertising in the Parish Newsletter and although advertising was not sought for the first edition the Clerk should undertake research of advertising costs charged by other Parish Councils and policies regarding the nature of advertising.

It was AGREED that:

1)The Clerk would bring recommendations regarding advertising scale charges and policies regarding the nature of permissible advertising in the newsletter, to the next Policy and Finance Committee meeting

Cllr Ms Grajewski re-joined the meeting.

6. PARISH OFFICE MOVE

Cllr Ms Grajewski left the room at this stage.

The Clerk advised members that the telephone line is due to be moved on 24 October and in the interim the contents of the Parish Office are being moved to the Fryern Pavilion.

Members were reminded that the current rent of the Parish Office includes access to all stationery and therefore a stock of stationery to equip the parish office would be required.

It was AGREED that:

1)A budget of £200.00 is available to the Clerk to equip the Parish Office with stationery
2)The Clerk should also open an account with an office stationery supplier for future requirements

The Clerk advised members that consideration should be given to the purchase of an office safe for safe keeping of valuable items. A suitable safe had been found that was large enough for the needs of the Parish Council at a price of £295.00. As it was proposed that the capital costs of equipping the Parish Office would be secured by grant funding it was recommended that the purchase of a safe is pursued.

It was AGREED that:

1)The Clerk would purchase a safe for the parish office at the cost of £295.00

The Clerk requested that members consider the purchase of an external notice board either to attach to the wall of the Fryern Pavilion or free-standing adjacent to the

Pavilion. Members were concerned about potential vandalism to the notice board and before consideration is given to the purchase of a notice board they requested further information on vandal proof notice boards and cost of a suitable notice board.

It was AGREED that:

1)The Clerk would undertake further research of a vandal proof notice board

The Clerk advised members that an essential and urgent requirement was the purchase or lease of a photocopier with staple/sort facility to produce colour and black & white copy. The most cost effective solution was the purchase option rather than a leasing agreement as a capital grant could be secured to equip the parish office. Based on quotations received a suitable photocopier of a reputable make, could be purchased at £2,600.00 plus VAT, subject to copying costs charged on a quarterly basis.

It was AGREED that:

1)The Clerk would purchase a photocopier at a maximum cost of £2,600.00 subject to the availability of grant funding

Cllrs Mrs Atkinson and Gault re-joined the meeting.

The Clerk also highlighted the need to purchase suitable signage for the parish office and also the need to provide a letter box facility at the building.

It was AGREED that:

1)The Clerk would include the cost of signage and a letter box in the grant application

Members also highlighted that a regime of PAT testing should be initiated for the equipment in the parish office.

It was AGREED that:

1)The Parish Clerk will appoint a qualified PAT tester to commence regular testing of electrical equipment at the parish office

7. LEGAL COSTS FOR THE ASSET TRANSFERS

Cllrs Mrs Atkinson, Hughes and Olson left the room at this stage and Cllr Ms Grajewski took the chair.

The Clerk advised members that he and Cllr Boyes had interviewed both the short listed solicitors. Consideration had been given to their experience of dealing with Parish Councils and the transfer of assets, support and advice that might be offered in the transactions and building a relationship with the solicitor taking account of further asset transfers. The Clerk recommended Mr Grahame Short of Blake Laphorn on the basis of

these criteria.

It was AGREED that:

- 1) Blake Laphorn is appointed as solicitors to the Parish Council to act in the transfer of the recreation grounds and that this recommendation is considered at the next Parish Council meeting on 5 November 2012
- 2) Blake Laphorn are requested to draft a letter of appointment to be signed after the Parish Council meeting on 5 November 2012 subject to confirmation of approval to appoint them

Cllrs Mrs Atkinson, Hughes and Olson re-joined the meeting at this stage and Cllr Mrs Atkinson took the chair.

8. FINANCIAL UPDATE

The Clerk advised members that since the update was printed the second half of the precept had been received and therefore a further deposit could be made with Eastleigh Borough Council. Members felt that a sum in excess of £40,000 could be put on deposit to reduce the working balance on the current account.

It was AGREED that:

- 1) The Clerk would carry out a cash flow analysis to 31 March 2013 to agree with the Chairman a sum in excess of £40,000 to be placed on deposit with Eastleigh Borough Council

The Clerk advised members that he had received a request from the Street Pastors to purchase some lollies.

It was AGREED that:

- 1) A grant of £50.00 is made to the Street Pastors for the purchase of lollies

9. COMMUNITY SAFETY

The Clerk updated members with a spread sheet of the No Cold Calling Zones initiated in the parish. It was apparent that the spread sheet did not reflect the correct number of zones and the Clerk agreed to use information contained on the Trading Standards website to update the spread sheet and circulate to members.

10. INTERNAL AUDIT ARRANGEMENTS

The Clerk advised members that he had undertaken a review of the current providers of Internal Audit services including the Internal Auditor who was currently engaged by the

Parish Council. It had been determined there was no cost savings in engaging an alternative provider and it was recommended that Eleanor Green be retained as the Internal Auditor for the Parish Council.

It was AGREED that:

1) Eleanor Green trading as Do the Numbers is retained as the Internal Auditor for the financial year 2013/14

11. DATE AND BUSINESS OF NEXT MEETING

The next meeting is scheduled for 29 November 2012 at Kings Road United Reform Church

The following agenda items were proposed:

Asset Transfer
Report on Parish Council notice board
Lone Worker policy
Community Grants
Parish Newsletter
Allotments report