

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

23 OCTOBER 2017

Fryern Pavilion, Fryern Recreation Ground

COUNCILLORS PRESENT: Councillors, Atkinson, Boyes, Broadhurst, Cox, Duguid, Grajewski (Chairman), and Johnson.

In Attendance: Duncan Murray (Parish Clerk).

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were apologies from Cllrs Jolly, Luffman and Pragnell.

2. DECLARATIONS OF INTEREST

None were declared.

3. TO NOTE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 17 JULY 2017 PREVIOUSLY AGREED AT THE FULL COUNCIL MEETING OF 25 SEPTEMBER 2017.

These were noted.

4. MATTERS FOR RESOLUTION

a) to consider the draft budget for 2018-19, for the items outside of the direct control of the Asset Management Committee, and make recommendations for inclusion/deletion or revision by the Responsible Finance Officer

The Clerk took Members through the draft budget and how it had been prepared based on historic expenditure and that it was also on an as-if basis due to the proposed Hiltisbury extension not being determined. The Clerk also commented that the expenditure drop on maintenance and utilities was expected to offset a drop in revenue from lettings if the proposed project went ahead.

The Clerk also noted that there was a training budget of £2,537 in the staffing costs that had been blanked out with the staff salary details.

Members asked various questions and particularly whether the leeway in the Community Support Initiatives could be used to get a youth group for the Fryern area going and asked if the Clerk could contact EBC about possible match-funding.

Members also noted that the General Reserve was sufficient to cover a quarter's general expenditure, which was the minimal level that was recommended. However, they asked that each reserve (general, asset and elections) should be defined as to the minimum level that should be retained as a contingency.

b) to discuss and agree that the Clerk should review the Child Protection Policy to ensure it is compliant with the Data Protection Act, Information Commissioner's Guidance and Parish Council Powers and Duties

The Clerk briefed Members on the complexities and contradictions in bringing together a Safeguarding Children and Vulnerable Adults Policy with Disclosure and Barring Services checks, potential discrimination in employment and whether-or-not 'Regulated Activity' was being undertaken by any councillor or officer.

The Clerk also stated that there was a paragraph in the current version that needed removing as a matter of urgency.

Members commented that it would be useful for a guidance note to also be produced for councillors who might undertake activities outside of the council meetings and to cover how they should conduct themselves and ensure they get a DBS check at the right level if they do undertake 'Regulated Activity'. It was AGREED that the Clerk should undertake the review.

Following proposal, seconding and on a show of hands it was unanimously AGREED to remove the following struck through text from the extant DBS policy:

~~"Action by the Parish Council Chairman or Parish Clerk/Employee~~

~~Once the Parish Clerk or Employee Parish Council Chairman has received information regarding possible abuse, he/she should immediately pass on all available information to Children's Services on 0845-603-5620 0300 555 1384 and keep a note of to whom and when the report was made.~~

~~Confidential File—As soon as a case begins the Parish Clerk/ Chairman of the Parish Council should prepare a confidential file. Action: To record all notes, all conversations, advice from Children's Services Department. Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be stored in a secure place with limited access to designated people, in line with data Protection laws. No other action to be taken unless advised to do so by Children's Services Department."~~

c) to discuss and agree the Parish Council's Oversight Risk Assessment document for 2017-18 and to make a recommendation to Full Council that it is adopted

The Clerk briefed Members and added in a couple of items to clarify that adequate insurance was held to protect property and assets, EBC gave assurance to the play area checks and were insured, and to the preparation work to be compliant under the General Data Protection Regulations coming into force in May 2018.

Following proposal, seconding and on a show of hands it was AGREED to make a RECOMMENDATION to Full Council that the Risk Assessment document should be adopted.

d) to discuss and agree whether to make a grant available to Chandler's Ford First Responders for £800 to purchase a training defibrillator and CPR practice/training dummy

Following proposal, seconding and after a brief discussion it was AGREED, on a show of hands to make the grant available to the CF First Responders. Discussion also considered the leeway in the Community Safety Fund budget and it was proposed, seconded and AGREED that the budget/Precept when considered by Full Council in January should include a sum of £1,500 as generic support for the First Responders should be specifically included in the briefing for approval as required by statute.

5. TO NOTE THE FINANCIAL REPORTS:

- i. SAGE current account reconciliations from Barclays A/C 19 June 2017 to 18 September 2017,**
- ii. to note the VAT reclaim June to August was £9,253.91, and**
- iii. to note the initial financial reports for the first half year, Profit and Loss, Balance Sheet and expenditure to budget, and**
- iv. to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.**

The SAGE reconciliations (to 30 September 2017) were received by the committee, acknowledging that the final one had an £86.99 difference as the Corona Energy direct debit had not been authorised or entered on Sage, and the reconciliations were noted.

The VAT reclaim was noted.

The Clerk took members through the Budget to Actual and Variance report for the second quarter and pointed out some highlight items with both the Hiltingbury and Fryern rental incomes being above budget targets.

Direct Costs were over budget due to EBC continuing for a short handover period (£1.5k), additional works and Cox Row play area (£7k) and the Hiltingbury Skate Park repairs (£4.6k). Salaries appeared overbudget due to the mis-posting of Employee PAYE and NI in the quarter but were actually under budget at £52k.

Fryern Extension costs were showing £30k which was representative of equipment bought for the grounds staff and the mis-posting of some TKLA professional fees.

The Profit and Loss account was healthy and understated at £46k, which should have been about £53.5k and Current Assets on the Balance Sheet showed at £336k.

The reports were noted.

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

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

Website actions and bus usage in the parish, the DBS and a draft Safeguarding Policy.

7. DATE AND TIME OF NEXT MEETING

Agreed as 7.00pm 20 November 2017, Fryern Pavilion, Greenways.

That being all the business the meeting closed at 8.10pm.

Chairman.....