

POLICY AND FINANCE COMMITTEE

4 April 2012

Chandler's Ford Methodist Church, Winchester Road, Chandler's Ford

(7.00 pm – 9.06 pm)

PRESENT: Councillor Olson (Chairman); Councillors Mrs Atkinson, Broadhurst, and Hughes

APOLOGIES; Cllrs Davidovitz, Mrs Gault, Ms Grajewski, Pragnell and Roberts

ABSENT; Cllr Luffman

In attendance – Sgt Shaun Welsh, Safer Neighbourhoods Team and Stephen Mursell, Parish Clerk.

1. DECLARATIONS OF INTEREST

No members of the committee made a declaration of interest.

2. MINUTES

It was agreed that the minutes for the Policy and Finance Committee meeting held on 22 February 2012 be signed by the Chairman as an accurate record.

3. MATTERS ARISING

The Clerk reported that he had contacted the former tenant at Ramalley allotment site regarding the outstanding skip hire bill. In view of extenuating circumstances the former tenant had offered a contribution of £50.00 and the Clerk recommended to members that they accept this offer.

It was AGREED that:

- 1) The Clerk would contact the former tenant to accept the offer of £50.00 towards the cost of skip hire.

The Clerk advised members that he had been able to secure a template for a Parish Council newsletter for the Parish Council. He would be able to provide a draft newsletter together with proposals for distribution of the newsletter to members at the next meeting.

It was AGREED that:

- 1) The Clerk will provide a draft newsletter format and distribution costs to the next Policy and Finance meeting

3. PUBLICATION SCHEME

The Clerk introduced his report to adopt a Publication Scheme for the Parish Council providing guidance to residents when requesting disclosure of information from the Parish Council. The Clerk confirmed that the document being introduced is in line with similar schemes used by other Parish Councils.

It was AGREED that:

1)The Publication Scheme as attached in Appendix A is to be recommended to the Parish Council for adoption and then published on the web-site

4. GRANTS

The Clerk reported that there were no grants for members to consider, however an application had been received from HomeStart Eastleigh – at which point Cllr Atkinson immediately declared an interest as a trustee of HomeStart Eastleigh and stated that she would need to leave the meeting if this item was to be discussed. Members were of the opinion that the application should be given due consideration and details of the application sent to members attached to the agenda for the next meeting.

5. FINANCIAL UPDATE

The Clerk updated members with regard to the current financial position and confirmed that all financial spending was within budget. The Clerk confirmed that Sage would be used for future financial updates.

6. CHANDLER'S FORD IN BLOOM

The Clerk updated members on progress with this initiative and presented a draft budget for expenses that will be incurred in the initiative. The Clerk reported that expenses should be minimal but members felt that an increase in budget should be considered in the event of additional printing being required or additional prizes.

It was AGREED that:

1)The budget for the Chandler's Ford in Bloom initiative is agreed at £250.00

7. SPEEDWATCH CAMPAIGN

The Clerk introduced his report to members detailing progress made to date with a potential SpeedWatch campaign. Unfortunately other Parish Councils were not willing to enter in to a partnership to start a campaign. In addition the Clerk was uncertain whether sufficient volunteers could be identified across the parish to make the campaign a consistent success.

Sgt Welsh also supported these statements by stating that volunteers may be reluctant to give of their time to make the campaign a success and also he would rather see a

campaign of enforcement as it sends a stronger message that speeding will not be tolerated in the parish. Sgt Welsh stated that there are trained officers available to use the enforcement equipment. Sgt Welsh advised members that there is not sufficient equipment held at Eastleigh police station to cover the whole area and the equipment is not always available when required. It was agreed that the equipment would be used in the parish only, be stored in the parish office and when in use it was intended that it would be a high visibility campaign supported by an A frame explaining to residents that it was a joint campaign of the Parish Council and safer Neighbourhood Teams.

Cllr Atkinson moved the proposition "that this Committee agrees to fund the purchase of speed enforcement equipment for use by the police within the parish of Chandler's Ford exclusively"

It was AGREED that:

1)The Parish Council will purchase speed enforcement equipment as detailed in the report at a cost of £1,150.00 plus VAT

Members requested information from Sgt Welsh on the legality of cyclists using pavements and the enforcement of the Road Traffic Act preventing cycling on pavements. Sgt Welsh confirmed that although cycling is not permitted on pavements unless they are cycle paths, practically it would be difficult to enforce this.

Sgt Welsh stated that he had an idea to commence a campaign in the schools starting in the new school year to promote considerate cycling especially on pavements.

Members also requested information from Sgt Welsh on the legality of verge parking and he confirmed that this was a difficult situation as technically pavements should not be obstructed. Members were of the opinion that the Parish Council working with the Safer Neighbourhood Team could produce a polite notice to car owners who park on verges. The suggestion was that a notice is put under the windscreen wiper by a member of the Safer Neighbourhood Team and that the registration number of the vehicle is recorded should subsequent verge parking occur.

It was AGREED that:

1) The Parish Council in conjunction with Sgt Welsh would produce such a notice to deter verge parking

7. PARISH COUNCIL REMOTE COMPUTER BACK-UP

The Clerk advised members that as agreed at the last meeting he had considered a permanent solution to the back-up of the parish electronic records. This matter is becoming increasingly urgent as the business of the Parish Council increases. Members welcomed a permanent solution and it was considered that a solution through the current website support company was appropriate as they are local and they can provide the server support.

It was AGREED that:

1)The Clerk will place an order for remote back-up of the Parish Council computer records through E Mango at a cost of £306.00 per annum

The Clerk then introduced the report to issue standardised e-mail addresses for all members. The Clerk noted that currently there is a mixture of e-mail formats for all members, both private and business addresses. It was suggested that to have a standardised address would provide a more corporate image to the Parish Council and will be seen as part of the identity of the Parish Council and its members.

It was AGREED that:

1) The Clerk would authorise E-Mango to provide standardised e-mail addresses to members in the format `firstname.surname@changersfordparishcouncil.gov.uk` at a cost of £225.00 in year one and £100.00 from year 2

8. PARISH COUNCIL ELECTION CHARGES

The Clerk introduced his report following the verbal update at the last meeting. Members were reminded that the issue resulted from a number of Parish Councils receiving larger than expected bills from Eastleigh Borough Council for Parish Council elections. Many Parish Councils had not made sufficient provision in their reserves for these election costs and for this Parish Council with elections in May 2014 there should be adequate contingency in the reserves once a bill is presented for payment.

The Clerk reported an increasing number of electors are opting for postal votes and with postal charges increasing; this item of expenditure would be difficult to predict. Members wished the Parish Clerk to contact Jon Brown of Democratic Services, Eastleigh Borough Council, to obtain greater clarity over the level of charges that the Parish Council would incur in May 2014.

9. DIAMOND JUBILEE ACTIVITIES

Cllr Atkinson reported on a successful opening by Dame Mary Fagan of the Diamond Jubilee Garden and the Fryern Recreation Building with publicity in the Daily Echo resulting from this occasion.

The finals of the Chandler's Ford's Got Talent were a very successful evening and it was requested that the names of the winners and runners-up should be noted on the website.

The Fryern Funtasia is due to be held on 7 May and all members were urged to give the event their full support,

The Diamond Jubilee Beacon lighting is scheduled for 4 June and it is still planned that a joint event with the Hiltingbury Community Association will be organised and the beacon lit on the Hiltingbury pavilion building.

It was AGREED that:

1)The Clerk will purchase a church tower style beacon for the Diamond Jubilee Beacon lighting

10. PARISH COUNCIL BANK ACCOUNT

Cllr Atkinson introduced her motion that in view of the activities that the Parish Council is currently undertaking for the benefit of the community, a separate bank account should be opened for these transactions. The motion as stated on the agenda was moved without amendment.

It was AGREED that:

1)A bank account be set up with HSBC for the purpose of making payments and receiving payments for all community events in the parish

The Clerk advised members that he had started to receive invoices and contracts for attractions and services at the Fryern Funtasia and as the Responsible Officer for the Parish Council he would sign the contracts on behalf of the Parish Council. In addition the Clerk reported that he had been requested to investigate the cost of cancellation insurance should the event be affected by bad weather and revenue therefore is affected.

From initial investigations he had received a quotation of £130.00 for £2,000 of cancellation insurance and £5million of public liability insurance. Members were concerned that as the Parish Council already had public liability insurance and by taking out further insurance cover this act might prove to negate the insurance.

It was AGREED that:

1)The Clerk would take out cancellation insurance cover of £2,500 cover

2)The Clerk would clarify the position with regard to public liability cover and ensure that appropriate public liability is in place for the event

11. OFFICE MOVE

The Clerk advised members that he had received verbal notice that HALC would be breaking their lease of their office accommodation in November 2012 and therefore were giving the Parish Council to seek new offices.

The Clerk wished to advise members in order that a full discussion of the options could take place at the next meeting.

It was AGREED that:

1)The Clerk would provide a full report to members at the next meeting of different options available to the Parish Council

12. DATE AND BUSINESS OF NEXT MEETING

The next meeting is scheduled for 17 May 2012 at Kings Road United Reform Church

The following agenda items were proposed:

1. Report on Parish Council newsletter
2. Chandler's Ford in Bloom
3. Report on Fryern Funtasia
4. Parish Council initiatives with Safer Neighbourhood Team
5. Report on office move
6. Review of Parish Council policies and procedures
7. Community Grants, including HomeStart Eastleigh