

**CHANDLER'S FORD PARISH COUNCIL - POLICY AND FINANCE COMMITTEE
25 NOVEMBER 2013
Velmore Community Centre, Falkland Road, Chandler's Ford
7.00 pm – 8.08 pm**

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

In attendance – Kevin Glyn-Davies, Acting Clerk

1. APOLOGIES: Councillors: Mrs. Gault, Luffman

2. DECLARATIONS OF INTEREST

No members made a declaration of interest.

3. MINUTES OF MEETING – 14 OCTOBER 2013

Members considered the minutes of the Policy and Finance Committee meeting held on 14 October 2013 for accuracy.

It was AGREED that:

1) The minutes for the Policy and Finance Committee meeting held on 14 October 2013 be signed by the Chairman as a correct record.

4. MATTERS ARISING

In pursuance of Item 9, Cllr. Alan Broadhurst enquired whether members had heard from the War Memorials Trust in respect of the grant application. Commemoration grants to mark the 100th anniversary of the First World War in 2014 offered by Hampshire County Council were mentioned and noted by Members.

5. GRANT FUNDING APPLICATIONS

There were no grant applications to consider.

6. GOOGLE ANALYTICS – TO RECEIVE A REPORT OF THE PARISH CLERK ON WEBSITE ACTIVITY

A previously circulated report prepared by the Parish Clerk was considered by members, which was reviewed and RECEIVED. Comment was made in the recent increase in Website traffic in the last few months and Cllr. Judith Grajewski stated this could be attributed to a recent increase in tweeting and advertising availability of grants.

7. GRANTED TO YOU – TO RECEIVE A REPORT OF THE PARISH CLERK

A previously circulated report prepared by the Parish Clerk was considered by members, which was RECEIVED. Members unanimously agreed that this scheme has been incredibly successful. It was confirmed that a press release on the success of the scheme has been announced. The 'Granted To You' event was well attended.

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It was AGREED that:

- 1) The Parish Council cheques to the various community groups be signed by the authorised signatories accordingly.

8. INTERNAL AUDIT PROVISION – TO RECIEVE A REPORT OF THE PARISH CLERK

A previously circulated report prepared by the Parish Clerk was considered by members and RECEIVED.

It was AGREED that:

- 1) The current Parish Council provider, Eleanor Greene of the Hampshire Association of Local Councils, should be appointed as the Internal Auditor for 2013/2014 at £625.00.

9. INTERNAL AUDIT CONTROL MEASURES – TO RECEIVE A REPORT FROM THE PARISH CLERK

Members considered a reported prepared by the Parish Clerk on Internal Audit Control Measures, which was RECEIVED and members considered the recommendations contained therein.

It was AGREED that:

- 1) The Parish Council accepts the Internal Audit Control Measures recommendations contained within the report and seek compliance.

10. POLICY MONITORING – TO RECEIVE A REPORT OF THE PARISH CLERK

Members considered a previously prepared report of the Parish Clerk concerning policy monitoring, which was noted and RECEIVED.

It was AGREED that

- 1) The Parish Council accepts the Policy Monitoring report as tabled.

11. POLICY REVIEW – TO CONSIDER AND APPROVE THE FOLLOWING POLICIES

- **BALANCES AND RESERVES POLICY**
- **GRANTS POLICY**

The Chairman introduced the balances and reserves policy paragraph by paragraph seeking comments from members. There were no amendments

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proposed during the course of debate on the matter of the balances and reserves policy.

On the matter of the grants policy, it was noted that the application form, which comprises part of the grants policy and needs to be included within the said policy, was not contained within the paperwork tabled for debate and therefore was incomplete.

It was AGREED that:

- 1) The Parish Council approves the balances and reserves policy;
- 2) The Parish Council DEFERS agreement on the grants policy pending the inclusion of the application form within the policy.

12. FINANCIAL MATTERS – TO RECEIVE THE FINANCIAL UPDATE TO 30 SEPTEMBER 2013

Cllr. Margaret Atkinson advised fellow members on the latest financial position of the Parish Council making specific reference to the profit and loss account, balance sheet and budget report. She pointed out that the figures tabled do not include the grant expenditure of £10,000 and that accruals are not contained with the paperwork circulated to members. It was reported that reserves are being built for a specific earmarked capital project. She suggested that a sum of £50,000 be transferred to the Deposit Account, which was agreed.

Cllr. Godfrey Olson, supported by the Chairman, MOVED that the Acting Clerk receive adequate remuneration for deputising in the absence of the current Parish Clerk as a result of sickness, which was unanimously agreed.

It was AGREED that:

- 1) The Parish Council receives the financial update to 30 September 2013 as tabled and that a sum of £50,000 be transferred to the Deposit Account;
- 2) The Parish Council agrees that an adequate remuneration is paid to the Acting Clerk in the absence of the current Parish Clerk.

13. DATE AND BUSINESS FOR NEXT MEETING

Members commented that as the 2014 schedule has not been drawn up, it was not possible to discuss this item at the present time and considered that this agenda item be deferred. The next Full Council meeting date for the Parish Council is scheduled for 9 December 2013 at the Dovetail Centre, Chandler's Ford.

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It was AGREED that:

1) The Parish Council DEFERS the date and business of the next meeting until the 2014 schedule is drawn up.

Members unanimously agreed a Vote of Thanks to the Acting Clerk for covering this committee meeting at short notice.

There being no further business to transact, the Chairman closed the meeting at 20.08 hours.