

CHANDLER'S FORD PARISH COUNCIL - POLICY AND FINANCE COMMITTEE

10 JULY 2013

Velmore Community Centre, Falkland Road, Chandler's Ford

7.00 pm – 9.10 pm

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

APOLOGIES; Cllrs Ms Gault and Mrs Roberts

In attendance – Stephen Mursell, Parish Clerk

1. DECLARATIONS OF INTEREST

Cllr Atkinson made a declaration of interest in respect of agenda item 5 in her position as a trustee of Velmore Community Centre.

Cllr Pragnell also made a declaration of interest in respect of agenda item 5 as a close neighbour is associated with Chameleon Theatre Company.

2. MINUTES

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

It was AGREED that:

1) The minutes for the Policy and Finance Committee meeting held on 14 May 2013 be signed by the Chairman as an accurate record.

3. MATTERS ARISING

Members considered a report on progress made with matters arising from the meetings held on 2 April 2013 and 14 May 2013.

They expressed their thanks to Cllr Gault for encouraging members to issue further invites to the Have Your say event. Cllr Atkinson, as Chairman of the Parish Council, recognised the efforts of the Parish Clerk in organising the Have Your Say event and recommended that the Parish Clerk make a bid for a grant of a further Have Your Say event from the current year's County Council's allocation of funding for 2013/14.

The Parish Clerk agreed to reduce the length of the enquiry list that is regularly circulated by deleting historic items that had been finalised,

Cllr Atkinson reported that she had met with Richard Lansdowne of the Hiltingbury

Community Association and had discussed the Parish Council's plans for a drop-in facility at the Hiltingbury Pavilion to clear up any misunderstandings. Richard indicated that some volunteers at the Hilt might also be interested in this initiative.

As Bodysound had been unable to attract all the teams in the "Knockout" attraction at the Fryern Funtasia, Cllr Atkinson asked if any re-imbusement had been made.

Cllr Hughes reported that he had made a number of attempts to contact Bodysound. However, as yet no responses to telephone messages or e-mails had been received. Whilst it is acknowledged that Cllr Hughes had attempted to resolve this situation; it was agreed that a provision should be made in the events account to allow for contingencies should contact by Bodysound be achieved.

4. GRANT APPLICATIONS

Velmore Funday

Members considered an application from the Velmore Community Association for a grant towards the cost of running the Velmore Fun Day. The Parish Council had provided a similar grant for this event (organised as a community event for local residents) the previous year. Members noted that, as in the past, the Velmore Community Association would be seeking funding from other organisations.

It was AGREED that:

1)The Parish Council would make a grant of £500.00 to Velmore Community Association to support the Velmore Fun Day

Notice Board for Chameleon Theatre Group

Members considered an application from the Chameleon Theatre Group for a grant of £183.60 to add a sign attached to the existing Chandler's Ford Community Centre sign to publicise the Theatre Group. Members were supportive of the application which was required to as part of a campaign to promote the Theatre Company, increase its membership and audience numbers.

It was thought that such a sign might require planning permission and it was agreed that the Clerk be advised to convey this to the Theatre Group, should the application be agreed.

It was AGREED that:

1)The Parish Council would make a grant of £183.60 to the Chameleon Theatre Group
2)The Parish Clerk will request that the Group seek confirmation from Eastleigh Borough Council whether planning permission is required for the sign that they propose to attach to the existing notice board.

Cllr Atkinson advised members about an approach made by the Merdon School Parent Teacher Association for financial support of their school fete, the Merfest. Cllr Atkinson recommended support for the school's fete and suggested a grant of £500. Members were generally supportive but could only consider it if a formal application was made giving all the details on which the application could be determined.

It was AGREED that:

1)The Parish Clerk will contact the Chairman of the Parent Teacher Association to acquaint them of the procedure and supply a grant application form for submission to the Parish Council

5. CHANDLER'S FORD WAR MEMORIAL

The Parish Clerk introduced his report on the proposed grant funding application to the War Memorials Trust for renovating the memorial at St Boniface church.

Members felt strongly that the memorial should be brought up to standard in advance of the World War 1 centenary commemorations in 2014 and members also recognised that Eastleigh Borough Council had responsibility to consider offering financial support for the renovation of the memorial. This responsibility was on the basis that there was documentary evidence concerning ownership of the memorial that put the onus for repair and maintenance on Eastleigh Borough Council. Members accepted that the Parish Council should take the lead with the grant application, but felt that any financial shortfall on the costs of renovation of the memorial should be the responsibility of Eastleigh Borough Council.

It was AGREED that:

1)The Parish Clerk should submit the grant application to the War Memorials Trust as laid out in Appendix 1

2)That Blackwell and Moody be considered the preferred contractor for the renovation works

3) That Cllrs Atkinson and Hughes should open discussions with Eastleigh Borough Council with regard to making up the financial shortfall on the grant application as there is evidence that it is their responsibility to maintain the memorial

4)That the progress of discussions concerning the memorial should be reported to the Asset Transfer and Management Team and that any further recommendations concerning the memorial would be referred to the Parish Council through the Policy and Finance Committee

5)That the Parish Council would not seek to assume ownership of the memorial

6. PARISH COUNCIL PAYROLL

The Parish Clerk introduced the report on the Parish Council payroll to confirm to this committee the payroll information previously provided to Eastleigh Borough Council. In addition the procedures for amendments or additions to the payroll were confirmed in the report.

Members noted that the start date of the Parish Clerk of 1 April 2013 for Eastleigh Borough Council payroll purposes should be stated as 6 September 2010, the official start date of the Parish Clerk's employment. Members also requested that such payroll information will be presented as a confidential item in the future.

It was AGREED that:

- 1)The procedure for additions or amendments to the payroll is agreed as outlined in the report of the Parish Clerk
- 2)The Parish Clerk will notify Eastleigh Borough that correct start date of the Parish clerk should be 6 September 2010
- 3)In future payroll information will be presented as a confidential item

7. BANK MANDATE CHANGES

The Parish Clerk reported that following changes to the posts of Chairman and Vice Chairman of the Policy and Finance Committee, bank mandates at Barclays Banks and HSBC Bank would need to be amended. It was confirmed that in addition to the Parish Clerk the bank signatories should be the Chairman and Vice Chairman of the Parish Council together with the Chairman of the Policy and Finance Committee.

It was AGREED that:

- 1)The past Chairman and Vice-Chairman of the Policy and Finance Committee be removed as bank signatories with Barclay Bank and HSBC Bank
- 2)The current Vice-Chairman of the Parish Council and the Chairman of the Policy and Finance Committee replace them as bank signatories with Barclay Bank and HSBC Bank

8. DRAFT MODEL STANDING ORDERS

The Parish Clerk referred members to the draft model standing orders that were attached as an appendix to the report and reported that members had been requested to consider any amendments to the document.

Members brought forward suggested amendments to include in the draft Standing Orders that would be brought to the Parish Council for approval.

It was AGREED that:

- 1)On page 3, item d, second line; “answer” should be amended to “ask”
- 2)On page 4, item m, second line; “written” to be deleted
- 3)On page 7, item c “6.00 p.m.” to be substituted by “7.00 p.m.”
- 4)That the document should show the correct references and page numbers that match the index of Standing Orders

9. INTERNAL AUDIT RECOMMENDATIONS

Members expressed disappointment at the findings of the Internal Auditor and commented that urgent action should be taken on the items that had been listed. It was requested that all matters should be dealt with before this Committee meet again on 2 September 2013.

It was further requested that the HR Committee meet to ensure that recommendations regarding future employment needs of the Parish Council are brought to this Committee at the next meeting on 2 September 2013

It was AGREED that:

- 1)The Parish Clerk will review and action the recommendations of the Internal Auditor before the Policy and Finance Committee on 2 September 2013
- 2)The HR Committee will meet and provide recommendations to the Policy and Finance Committee on 2 September 2013 with regard to future employment needs of the Parish Council

10. FINANCIAL UPDATE

It was noted that the update on the Financial Report required further review and members agreed to defer this until this review was completed.

It was AGREED that:

- 1)The Parish Clerk would update the report and present it to the Chairman of the Parish Council to agree before it is presented to members

The Parish Clerk presented the draft Funtasia account for 2013. Cllr Hughes was able to confirm that there would be no recharge from Eastleigh Borough Council for litter bins supplied on the day and therefore the account should be regarded as the final account. Cllr Atkinson referred to the Funtasia income in respect of grant income where the Parish Council provided an interim grant of £1,500 towards any immediate expenditure incurred.

It was AGREED that:

- 1)The Parish Clerk will provide the final Funtasia account and associated invoices to the Chairman to confirm that the final account can be verified
- 2)The initial grant of £1,500 provided by the Parish Council is returned to the Parish Council account from the events account

11. PARISH COUNCIL SIGNAGE

The Parish Clerk referred members to the report that included illustrations of the signage that could be provided for Parish Council assets in keeping with the branding of the Parish Council already agreed.

Members considered the examples and agreed that the style was in keeping with the branding and requested that a fully costed estimate covering all current and proposed assets should be obtained.

It was AGREED that:

- 1)The Parish Clerk will obtain a full costing of the signage requirements to the Policy and Finance Committee

12. DATE AND BUSINESS OF NEXT MEETING

The Parish Clerk advised members that the next meeting will be held on 2nd September 2013 at Meeting Room 1, Chandler's Ford Methodist Church