

## **POLICY AND FINANCE COMMITTEE**

**16 January 2012**

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

**(7.00 pm – 8.08 pm)**

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

APOLOGIES; Cllrs Mrs Atkinson, Gault and Roberts

In attendance – Cllr Boyes 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 November 2011 be signed by the Chairman as an accurate record.

### **3. MATTERS ARISING**

The Clerk reported that no members had suggested alternative locations for a notice board at the Central Precinct. Members noted that the Central Club had a notice board and suggested that this should be explored as an alternative.

It was AGREED that:

1) The Clerk would approach the committee of the Central Club to determine if the Parish Council could either assume ownership of the notice board or be given permission to post notices on the notice board.

The Clerk advised members that the former tenant at the Ramalley allotment site had been provided with a copy of the invoice for skip hire; however the tenant had yet to reimburse the Parish Council.

Members were concerned that further occasions may arise where tenants are accumulating excessive rubbish on their plot.

It was AGREED that:

1) The Clerk or specified Parish Councillor together with the allotment representative will undertake regular inspections of plots to ensure excessive rubbish is not allowed to accumulate

2) A tenant should they not be able to clear their plot of rubbish prior to vacation of the

plot, should be invoiced for the costs incurred in clearing the plot before a date is agreed to vacate the plot

### **3. STANDING ORDERS AND FINANCIAL REGULATIONS**

The Clerk introduced his report stating that it is good practice to undertake a regular review of Standing Orders and Financial Regulations. The Clerk advised members that mandatory items could not be varied and of those items which could be varied no amendments were being proposed.

It was AGREED that:

1)The Standing Orders and Financial Regulations as attached in Appendix A are to be re-adopted

Members felt that it was also good practice for members to sign a document to indicate that they have read and accepted the Standing Orders and Financial Regulations.

It was AGREED that:

1)The Clerk will obtain from all current members and all new members a signed document to indicate that they have received and read a copy of the re-adopted Standing Orders and Financial Regulations

### **4. RECOMMENDATIONS FROM ASSET TRANSFER MANAGEMENT TEAM**

Cllr Hughes reported that discussions were continuing with Eastleigh Borough Council concerning the potential transfer of the Recreation Grounds. It was proposed that a further meeting of the Asset Transfer and Management Team shall take place on 26<sup>th</sup> January and any further recommendations will be brought to the next meeting of this committee.

### **5. GRANT APPLICATIONS**

Members considered the grant application from Open Sight in respect of travel costs. Members were concerned that this request represented funding of revenue costs and members were also concerned that all recent requests from other organisations were to fund revenue costs. Consistent with other recent applications members were of the opinion that they could not support the Grant request from Open Sight.

Members agreed that applications should be considered from organisations who request grants for capital projects where modest initial funding will provide potential benefits to the community.

### **6. HALC INTERNAL AUDIT SERVICE**

The Clerk advised members that HALC had given notice to its members that it intended to withdraw their Internal Audit service.

Members were of the opinion that there were alternative providers of Internal Audit services and that quotations should be obtained from alternative suppliers to compare costs with the current Internal Auditor.

It was AGREED that:

- 1) Cllrs Broadhurst and Davidovitz would provide the Clerk with details of the Internal Audit providers mentioned at the meeting
- 2) The Clerk will obtain costing from the two alternative Internal Audit suppliers
- 3) The Clerk will provide a recommendation to the next meeting on the best value provider of Internal Audit services

## **7. FINANCIAL UPDATE**

The Clerk updated members with regard to the current financial position and confirmed that all financial spending was within budget. The Clerk advised members that expenditure at Ramalley Allotment site was running ahead of plan due to additional skip hire as previously reported.

## **8. GARDEN SHARING SCHEME**

Cllr Grajewski joined the meeting at agenda item 10.

Cllr Boyes confirmed that the draft legal agreement had been checked by the solicitor and insurance arrangements were in place to enable the scheme to go ahead. Members were reminded that the scheme was being promoted by One Community and Eastleigh Transitions.

There were three residents who were looking for garden cultivators and Cllr Boyes wished to establish with members the protocol for linking garden owners with garden cultivators. Members were of the opinion that potential cultivators could be obtained from the allotment waiting list, however those individuals may still wish to remain on the allotment waiting list. Members were also aware of the need to match the requirements of the garden owner with potential garden cultivators therefore a vetting process would be important.

The Clerk stated that during the process the individual's personal information should be protected and therefore permission should be sought from those individuals before passing their information forward to the matching process.

It was AGREED that:

- 1) The Clerk will approach individuals on the waiting list and determine their potential interest in the garden sharing scheme
- 2) Individuals interested in the garden sharing scheme will be given the contact details of Cllr Boyes who will then contact the individual

3)Cllr Boyes will arrange to meet with the individual to provide details of the scheme and to complete the matching process with the garden owner

## **9. PARISH COUNCIL NEWSLETTER**

The Clerk reported that he had discussions with the owner of the Chandler's Ford Directory to ascertain the costs of printing and delivering a newsletter through the Directory. It was confirmed that the printing and delivery costs for each publication will be £666.00 with potential for some cost savings if a newsletter were printed in black and white.

Members noted that the latest edition of the Chandler's Ford and Hiltingbury News contained news of initiatives of the Parish Council and considered that a joint publication of the Parish Council and the Borough Council would be a good solution.

It was AGREED that:

- 1)The Clerk would contact Mr Milner of Eastleigh Borough Council to confirm costs to the Parish Council of a joint publication of the CFH News
- 2) Members considered that a "top and tail" publication to provide equal importance to the Borough Council and Parish Council should be considered
- 3)The Clerk will investigate the reduced costs of producing a black and white newsletter through the Chandler's Ford Directory
- 4)The Clerk will liaise with Cllr Grajewski on these proposals to provide a recommendation to the next meeting of this committee

## **10. BUSINESS STATIONERY**

The Clerk introduced his report on proposals for producing a range of business stationery for the parish office. Members were of the opinion that the quotation provided by Eastleigh Borough Council represented value for money provided it was of the same quality as the other providers.

It was AGREED that:

- 1)Eastleigh Borough Council supply the Parish Council with business stationery

Members wished the Clerk to seek confirmation that printing would be of a litho quality and also to check whether any further better value would be obtained in a larger printing order.

It was AGREED that:

- 1)The Clerk would seek confirmation from Eastleigh Borough Council that printing would be of a litho quality
- 2)The Clerk would seek clarification of the printing costs for larger orders
- 3)The Clerk would liaise with Cllr Grajewski with this information prior to placing the order with Eastleigh Borough Council

## **11. BRITAIN IN BLOOM**

Cllr Olson reported that a meeting had been arranged on 24th January between members of the working party and representatives of Gardening Clubs to discuss the categories of entry in to Britain in Bloom. Members will be advised of the outcome at the next meeting of this committee.

## **12. DATE AND BUSINESS OF NEXT MEETING**

The next meeting is scheduled for 22 February 2012 at Kings Road United Reform Church

The following agenda items were proposed:

Update from the Asset Transfer Management Team  
Report on Internal Audit arrangements  
Financial Update  
Update on Business Stationery  
Grant Application  
Policy Review  
Britain in Bloom  
Report on arrangements for the new Standards Framework