

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

15 FEBRUARY 2021

Virtually

COUNCILLORS PRESENT: Chairman Cllr Child; Councillors Atkinson, Bicknell, Bourne, Broadhurst, Dolbear, Evans, Holden-Brown, Johnson and Ricketts

In Attendance: Duncan Murray (Parish Clerk).

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were none.

2. DECLARATIONS OF INTEREST

There were none.

3. TO ACCEPT THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 7 DECEMBER 2020 AGREED AT THE FULL COUNCIL MEETING OF 25 JANUARY 2021.

These were ACCEPTED.

4. MATTERS FOR RESOLUTION

a. To agree the best method for councillors to create their own email addresses to separate their personal/council information under GDPR.

The suggestion from the Clerk, if councillors wanted to have their dedicated email address (for protection of other communications should the Information Commission Office request copies of their emails) was to set up an account such as Cllr.Surname.CFPC@gmail.com and that any new email addresses would need to be notified to the parish office from the already used email address. Members questioned the need for additional email addresses. It was also questioned as to why the existing Chandlersford-pc.gov.uk tag. The Clerk explained that there was a considerable expense in providing 18 additional email accounts. The Clerk was requested to ask EBC whether it was possible/viable for CFPC to utilise their server for emails.

b. To receive verbal reports from Working Groups (including Policy reviews).

The Clerk commented that he was updating the Legionella Management Policy, but with the pandemic the working group hadn't met. The same was the case for the other working groups, Christmas in Chandler's Ford, Cycle Path and Benches. The Clerk was asked to review the issues that caused the groups to be formed and the committee would review whether they should be reactivated.

c. A potential E-newsletter.

It was commented by a Member that leafleting was lawful during lockdown, so a physical newsletter could be produced and distributed. It was noted that anticipated lockdown easing dates would be known after the 22 February and that these would give a guide to the opening of facilities, however, it was suggested that a disclaimer was added to any dates, should local restrictions apply. It was also suggested that the newsletter should promote the council's facilities to help drive up income streams. The reasoning behind the precept increase should also be clearly explained.

d. Update on Pavilions reporting from Sage.

This had also been delayed by the lockdown as the office was closed to visitors, but it should be available by the end of April (or whenever the Sportshall etc can be opened for trading).

5. TO NOTE THE FINANCIAL REPORTS:

i. To note the finance reports for the third quarter and year to date.

These were noted with questions asked about the following from the budget to actual report, Subscriptions up £500 in budget (spread over the year rather than when actually paid – since corrected), Sundry Expenses at £737 (includes additional club quality badminton nets and some expenses for TB which had no other code), Misc Expenses (again no suitable code, for the 'fogging' machine), and Telephone Nominal Code [NC] 7550 (which includes NC 7553 office and other equipment and was used for PPE – sanitiser stands and sanitiser as well as gloves and masks). PPE was obviously unforeseen when the budget was set.

A question was also asked about the Election costs of £4k which if they remain unspent would go to Election Reserves towards the 2022 election.

ii. To agree the payments made from the SAGE payment summary, to authorise payments due, to sign cheques.

Following proposal and seconding and on a show of hands the reports were NOTED, and payments AGREED.

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

An update on the Fryern and Hilingbury Pavilion Sage Reports, emails for Cllrs, and a potential newsletter.

9. DATE AND TIME OF NEXT MEETING

The date was confirmed as Monday 26 April 2021 virtually.
That being all the business the meeting closed at 7.50p.m.

Chairman.....