

## **CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE**

**15 JANUARY 2018**

### **Fryern Pavilion, Fryern Recreation Ground**

**COUNCILLORS PRESENT:** Chairman Cllr Grajewski; Councillors Atkinson, Broadhurst, Cox, Duguid, Jolly, Luffman and Pragnell.

**In Attendance:** Duncan Murray (Parish Clerk) and Cllr Foulds.

#### **Public Participation:**

There was one member of the public present who represented the Fryern Community Association and their grant application. She commented that their current ICT equipment was not fit-for-purpose and that even though they had a wi-fi transmitter above their office they had problems connecting to any service. They needed a new desktop, screen and software for an office based central computer that could hold the records needed and function properly for undertaking marketing activities at an expected cost of £1,200.

#### **1. APOLOGIES**

There were apologies from Cllrs Boyes and Johnson.

#### **2. DECLARATIONS OF INTEREST**

Non-disclosable, non-pecuniary interests in item 4 (e) were declared by Cllrs Broadhurst, Jolly and Duguid who would neither participate in debate or vote on the item.

#### **3. TO AGREE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 20 NOVEMBER 2017 AS WELL AS THE CONFIDENTIAL MINUTE.**

Following proposal and seconding and on a show of hands both the minutes and the confidential minute were AGREED.

#### **4. MATTERS FOR RESOLUTION**

##### **a) To discuss and agree the outcomes from the information provided on the subsidised buses (to be tabled if received in time),**

The Clerk tabled information from the HCC Officer that he had spoken to on the previous Thursday that there had been no instructions to that officer to progress any items, that consultation was planned for later in the year and further that purdah for local elections was likely to affect the earliest possible timings of the consultation. Following brief debate, it was resolved that once the consultation results, and resultant impacts, were known it would be brought back to committee for decision as to whether funding was needed. It was also noted that should any emergency funding be needed to help vulnerable people have access, the council had a contingency fund that could provide financial help.

##### **b) To discuss and agree that part-time employees who wish to join the pension scheme are to be automatically entitled to employers' contributions at the same level as full-time employees.**

Following proposal, seconding and as no debate was required, on a show of hands this was AGREED.

##### **c) To discuss and agree the provision of financial support to the Funtasia at a level of £3,000, the balance as remains in that budgetary section.**

The Clerk reported that additional rides/attractions were being looked at and that receipts were down the previous year due to the rain at 3.30pm. Following proposal, seconding and on a show of hands funding at £3,000 was AGREED.

**d) To discuss and agree a date for Granted To You (suggested Monday 26 March),**

The Clerk clarified that as the Parish Council were not making the grants (per se) rather it was the general public making the awards if it was to be held on 26 March it wouldn't affect Purdah. Members discussed the matter and considered that it could be perceived to be in breach of Purdah requirements and would be better held either earlier or after the elections with the fund being carried forwards. The Clerk was asked to see if other staff could undertake the event in February and report back, otherwise to bring back a motion to carry the £5,000 fund forwards to 2018-2019 financial year.

**e) To discuss and agree whether to make a grant as per the application from Fryern Community Association,**

With no debate being required other than a clarification that the charitable donations were advertised on the flyers for film nights and therefore being used as a marketing tool, following proposal, seconding and on a show of hands the grant of £1,200 was AGREED.

**f) To note that Business Rates for the Fryern Pavilion have come through from September 2015 to April 2018 totalling £20,348.52 (n.b. an estimation of the costs of non-domestic/small business rates was taken into account in the respective annual budgets).**

The Clerk commented, in reply to a question, that he did not know why the issue of non-domestic rates had taken so long to resolve, but that around £16,500 had been put aside for rates at Fryern and he was investigating a rebate through the use of the Centre on Fridays by the FCA at a peppercorn rent.

**5. TO NOTE THE FINANCIAL REPORTS:**

- i. **SAGE current account reconciliation from Barclays A/C from 30 September 2017 to 30 November 2017,**
- ii. **to receive the 3<sup>rd</sup> Quarter's initial Budget to Expenditure report, Profit & Loss and Balance Sheet, and**
- iii. **to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.**

The SAGE reconciliation was NOTED along with the closed account returned cheque being replaced with a BACS payment.

**Accounts:**

As expected the Profit and Loss showed a 3<sup>rd</sup> Quarter loss of -£90,697.62 with a year to date profit of £180,379. The Balance Sheet showed a figure of total assets less total liabilities of £473,735.55 of which £245,468.17 was represented by the Barclays Current Account.

The 3<sup>rd</sup> quarter figures were noted along with the following comments: -  
That there appeared to be a mis-posting element on the balance sheet between N/C 2210 (PAYE & NI Control A/C) and 7004 (Emp NI) resulting in the balance of -£5,470 Creditors 'Payroll Taxation'.

**Significant Variances on the Budget to Expenditure Report were:**

**Expenditure** - Direct Costs: Up £11k [due to H'bury Bollards (£5k), Defib @ Fryern £1.6k, Grass Cutting @ H'bury Rec (no grounds staff) £3k, Repairs H'bury Skatepark £4.5k = £14k; H'bury Pavilion Costs: £3.3k metered water leak]

**Overheads** - Fryern Pavilion Extension: mis-posting prof fees Hiltingbury Pavilion Extension £40k, Towrite (£11k) delivered and invoiced 4 April 17 not in 2016-17, plus other additional equipment (slitter, shredder, cobra mower, Brushcutter etc (total for all £9k))

**Training Costs** - Up £2.8k – training of new FM replacing wasted training on original Grounds Staff.

Payments Made and Due were noted.

Following proposal, seconding and on a show of hands, for each item, the financial reports and payments were AGREED cheques were signed.

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

Buses a report when consultation and the returning draft Safeguarding and DBS Policy as and when updates were available.

**7. DATE AND TIME OF NEXT MEETING**

Agreed as 7.00pm 19 February 2018, Fryern Pavilion, Greenways.

That being all the business the meeting closed at 7.45pm.

Chairman.....