

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

19 NOVEMBER 2018

Fryern Pavilion, Fryern Recreation Ground

COUNCILLORS PRESENT: Chairman Cllr Holden-Brown; Councillors Atkinson, Bourne, Broadhurst, Dolbear, Duguid, Johnson and Ricketts.

In Attendance: Duncan Murray (Parish Clerk)

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were apologies from Cllrs Bicknell and Evans.

2. DECLARATIONS OF INTEREST

Cllr Atkinson disclosed a non-pecuniary, non-disclosable interest in the Velmore Youth Café provision.

3. TO AGREE THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 22 OCTOBER 2018.

Following proposal, seconding and on a show of hands these were AGREED and then signed by the Chairman.

4. MATTERS FOR RESOLUTION

- a) to note the agreement by the Asset Management Committee (AMC) to host Fryern Funtasia May Day Bank Holiday 2019 to discuss whether to agree to the transfer of £3,000 from the current account to the Events Account to support the Funday,**

It was NOTED that Funtasia 2019 had been agreed by AMC and following proposal, seconding and on a show of hands a transfer of £3,000 from the current account to the events account was AGREED, with the possibility of more if required, should funds allow closer to the financial year end.

- b) to discuss and agree whether to support the purchase (£500 budget) of lantern materials by the local primary and junior schools following the agreement of AMC to host the Lantern Parade at the Fryern Rec on 6th December 2018.**

The Clerk reported that the schools had been contacted and whilst Chandler's Ford Infants and Merdon had declined taking part, it appeared that the others were still prepared to take part. The Clerk also reported that two traders had been contacted so that there would be food available. Following proposal, seconding and on a show of hands a budget of up to £500 was AGREED for lantern materials for the schools.

- c) to discuss and agree the draft Bad Debt Policy as a recommendation for Full Council to adopt.**

The Clerk briefed Members on the legal framework required for a Bad Debt Policy after which Members discussed the draft. An addition of 'all potential write-offs would proceed via the policy and Finance Committee' at the end of the first paragraph of point 3 and a couple of typo errors being corrected, following proposal, seconding and on a show of hands the draft was AGREED to proceed to Full Council as a RECOMMENDATION for adoption.

d) to discuss and agree the draft Working Group Guidance as a recommendation for Full Council to adopt.

Following a couple of minor alterations to distinguish between Members of the Parish Council and members of the Working Group, following proposal, seconding and on a show of hands, it was AGREED that this should proceed to Full Council with a RECOMMENDATION for adoption.

e) to note the ½ year report from the Velmore Youth Café project and agree any action points from it.

It was noted that the dates in the Groundwork South report were incorrect and that it did cover the first half-year of 2018-19. It was noted also that it appeared that the current level of funding might need to increase, spread across the 3-way partnership. Members were also made aware of a cross-borough Chairs of LACs' agenda to review youth provision to ensure that it was well organised and well-run.

It was AGREED that the Clerk should write to the LAM of ELAC with regards to funding for 2019-20 and with respect to increasing marketing of youth services to schools.

f) to discuss and agree whether to support the application from Velmore Men's Shed for a grant.

The Clerk informed Members that the usual maximum for a grant was £1.5k and it was also noted that the Men's Shed Granted to You application was for tools. This application was for funds towards an additional 'clean' shed. It was noted that 3 Members and the Clerk had visited the Chandler's Ford Men's Shed during the summer.

Following proposal, seconding and on a show of hands it was AGREED to make a grant of £1,500 towards the construction and purchase costs of an Apex Heavy Duty shed with a concrete base.

g) to note and agree that the Clerk needs a replacement laptop his current one having given over 4-years' service (£900 in the budget).

Following proposal, seconding and on a show of hands the purchase of a new laptop at a cost of up to £900 was AGREED.

6. TO NOTE THE FINANCIAL REPORTS:

- i. to note the bank reconciliation Barclays Current Account 19th September to 30th September 2018 and to 18th October 2018,**
- ii. to note that Internal Audit have completed their first visit of the financial year and their report from that visit,**
- iii. to note the first draft of the 2019-2020 budget, and**
- iv. to agree the payments made from the SAGE payment summary and to authorise payments due, to sign cheques.**

It was noted that the reconciliation to 30 September reconciled, and the Clerk mentioned there was one posting of £15 that needed its posting date correcting for the reconciliation to 18 October to reconcile. The Internal Auditors' report letter was noted. The Clerk briefed Members on the First Draft Budget for 2019-2020 commenting on the challenges of the reduction in the Council Tax Support Grant of £7.3k and the unknowns of the Sports Hall and therefore a precautionary approach, especially as the charging levels hadn't been resolved as yet. Members agreed with this precautionary approach to anticipated income levels.

Following proposal, seconding and on a show of hands the payments made and due were AGREED.

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

Velmore Youth Service funding requirements, Quickbooks/court booking and Making Tax Digital.

9. DATE AND TIME OF NEXT MEETING

The date wasn't agreed as the draft meeting dates for 2019 had not been circulated as yet, but it was expected to be Monday 21 January 2019 at Fryern Pavilion, Greenways. That being all the business the meeting closed at 8.25p.m.

Chairman.....