

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

**15 JULY 2019**

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

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

**In Attendance:** Duncan Murray (Parish Clerk).

#### **Public Participation:**

There were 3 members of the public present, who had been on the International Scouts trips partially funded by the 2018 Granted To You grants programme. The first speaker had been to Uganda over the summer holidays and had helped on projects ranging from refurbishing schools and classrooms to helping deliver clean water wells to villages and had also been delivering 200 mosquito nets to hospitals. The second two had been on the International Scouts Jamboree spending a day in New York on the way, then going down to West Virginia and then travelling via Washington to St John's, Newfoundland, in Canada. They had been involved in activities with people from very diverse cultures from around the world including Mexico and Taiwan. All three had found their experiences very fulfilling and enjoyable.

#### **1. APOLOGIES**

Cllrs Bicknell, Bourne and Dolbear had sent their apologies.

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

A non-disclosable, non-pecuniary interest was declared by Cllr Atkinson over item 4(g).

#### **3. TO ACCEPT MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 15 JULY 2019 AS PREVIOUSLY AGREED AT FULL COUNCIL ON 30 SEPTEMBER 2019.**

These were accepted, having noted that the Agenda Item reference for Cllr Atkinson's Declaration of Interest related to 4(g) not 4(f).

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

##### **a. To review the new NALC Model Standing Orders (as edited to include previous CFPC additions/limits of committee authorities).**

The Clerk commented that these were prepared by NALC and that items in bold were statutory and should not be altered. He then highlighted the changes from the NALC 2014 Model Standing Orders that mainly related to the photography/videography and reporting on meetings, as well as procurement/contract regulations.

In Standing Order (SO) 1(r) ix the time limit was agreed as 2 minutes.

In SO 3 (c) the non-bolded text beginning 'OR' until the end of the sentence was deleted

Officers recommended that in SO 5(j) after point viii the words 'And may include points ix to xxi' were inserted.

Following proposal, seconding and on a show of hands it was AGREED that the Draft Standing Orders should proceed to Full Council with a RECOMMENDATION for ADOPTION.

##### **b. To review the new NALC Model Financial Regulations (as edited to include previous CFPC additions/limits of committee authorities).**

The Clerk commented that these were prepared by NALC and that items in bold were statutory and should not be altered. He then highlighted the changes from the NALC 2014 Model Financial Regulations that mainly related to the procurement/contract regulations.

The Clerk commented that the Charities (Fin Reg 16) had been struck through as the Council was not Sole Management Trustee of any charities.

Fin Reg 3.2 had the month identified for the preparation of a draft budget as November.

Fin Reg 6.3 had the 'affected' replaced by 'effected'.

Fin Reg 6.17 was unstruck as internet banking was now used.

Fin Reg 6.21 the petty cash float amount was agreed as £100.

Following proposal, seconding and on a show of hands it was AGREED that the Draft Financial Regulations should proceed to Full Council with a RECOMMENDATION for ADOPTION.

**c. To review the Reserves Policy.**

It was noted that the policy had served the council well. Paragraph (b) on the first page it was agreed to replace the phrase '50% of the Clerk and ancillary office costs' was outdated due to the Council's growth over the years and that it should be replaced with '3-6 month's costs' as a general cash reserve. The current reserve figure as at 30 September 2019 was £110,000. It was also suggested that a table of Risk Assessments should accompany the draft budget to underly the RFO's recommendations based on his assumptions.

Following proposal, seconding and on a show of hands it was AGREED that the Draft Updated Policy on Balances and Reserves should proceed to Full Council with a RECOMMENDATION for ADOPTION.

**d. To review the PCSO funding.**

Following a short debate, following proposal, seconding and on a show of hands it was AGREED to return the £7.7k of funds for this expenditure to the General Fund.

**e. To discuss and agree whether an A4 folded 4-sided (or 2-sides) Sports Hall marketing flyer should be produced and distributed across the parish.**

The need to push extra marketing for the sports hall was accepted, but members enquired as to whether an unfocused flyer drop would have the desired effect. The Clerk commented that the idea was to reach out to those that weren't being contacted by social media, and potentially to have about 5,000 copies spare at the Sports Hall and Parish Office to hand out or to distribute to community resources. Following proposal, seconding and on a show of hands it was AGREED to release up to £2,615 of the remaining newsletter fund to AMC to produce a marketing flyer at A4, doubled sided print to promote the Sports Hall.

**f. To receive a report on the Working Parties and their progress.**

Members reported back on the Cycle Path group and that progress was being made with contacting relevant landowners a final draft letter to one had almost been completed and different routes were being considered, which might also help more funding be released. There had been a little bit of progress with the linking up of the Ramalley/EBC proposals and the Fun Ride was, following helpful input from EBC officers, being referred to Cycling UK and hopefully would take place in July 2020.

The Christmas in Chandler's Ford working group was meeting on 22 October, with Rotary now being onboard and two members of the public. It was noted that there was going to be a schools' lantern parade and also that FCA were doing something on 13 December.

**g. To receive the 2<sup>nd</sup> Quarter report for the Velmore Youth Café.**

This was received and Members made comment about the Youth Café service.

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

- i. to note the bank reconciliation of Barclays Current Account**
- ii. to note the first quarter financial reports,**
- iii. to agree the payments made from the SAGE payment summary, to authorise payments due, to sign cheques.**

It was noted that the reconciliation for the current account had zero difference.

The first quarter's financial reports were noted along with the major variances:

**2<sup>nd</sup> Qtr Significant Variances:**

Income

Fryern Income was down £1.4k to budget due to invoicing for September not having been fully transposed from Sports-Booker to Sage yet: £3,601 plus £1,162 football pitch hire would

otherwise have been added due to the Clerk attending the Extension of Time Claims meeting with Achesons the last time the accountants were in the office  
Hiltingbury sports hall/room hire £4,597 plus football pitch hire £406.54 the reasons being as above.

Interest payments are spread over 12 months these include the EBC Deposit.

Expenditure

Allotment costs: New strimmer for Ramalley, but down £400 on budget

Salaries down £8k due to Sports Hall delays and no caretaker for several months

H'Bury Pavilion £500 pm for electricity the builders had everything on all the time

Fryern Pavilion NDR the rates for the year were entered £7.3k probably needed to be put into pre-payments.

Extension – Acheson costs for delayed works – actual payment schedule nothing like the S-curve of expenditure provided by their QS – still under contract price

Maintenance – Initial servicing contract – no price known at time of budget setting.

Election costs – resignation not expected, costs reduced by coinciding with EBC elections.

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

No items were mentioned but comment was made about items that were AMC responsibilities under the council's adopted delegation scheme.

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

The date was confirmed as Monday 18 November 2019 at Fryern Pavilion, Greenways.

That being all the business the meeting closed at 8.55p.m.

Chairman.....