

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

**26 APRIL 2021**

### **Virtually**

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

**In Attendance:** Duncan Murray (Parish Clerk), Hilary Blaker (Deputy Finance Officer [DFO]) and Cllr Pragnell.

### **Public Participation:**

There were no members of the public present.

Ms Blaker was introduced to the members of the Committee.

### **1. APOLOGIES**

There were apologies from Cllr Bicknell.

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

There were none.

### **3. TO ACCEPT THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 15 FEBRUARY 2021 AGREED AT THE FULL COUNCIL MEETING OF 22 MARCH 2021.**

These were ACCEPTED.

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

#### **a. To discuss and agree whether to make a recommendation to Full Council that the updated Legionella Policy is adopted,**

The updated Legionella Policy was discussed with the Clerk commenting that as the primary legislation was both the Health and Safety at Work Act as well as COSHH Regulations, which both held the employer as the duty holder. A non-voting Member disagreed with this stance suggesting that the duty holder had to be an individual. Another Member made the point that all parish councillors ceased to legally exist outside of a meeting. Following discussion, proposal, seconding and on a show of hands it was AGREED to make a RECOMMENDATION to Full Council to ADOPT the policy subject to review if necessary at Full Council.

#### **b. To review the Working Groups.**

This was deferred to the Annual Meeting of Council on 24 May 2021.

#### **c. A note the response from EBC about email addresses.**

It was noted that EBC had commented that they could provide assistance. The Clerk was asked to investigate further.

#### **d. Update on Pavilions reporting from Sage.**

The draft was discussed, and more detail was requested which made it more of a budget to actual report rather than by pavilion income and expenditure report.

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

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

These were noted.

#### **4<sup>th</sup> Qtr/Year End: Variances**

Income virtually none, Journal Entries by Dan (Humphrys) correcting (incorrectly) cancelled bookings due to lockdowns.

Events income represents the refund of retained pitch deposits -£1.3k.

**Expenditure:**

Allotment Costs £900 brickwork repairs that should be in NC 5306 Hiltingbury Repairs (now transferred over).

**Overheads:**

Miscellaneous Coronavirus protection Fogger £191 and Cherry-picker hire for in-house Ash felling with disease £225.

Office Repairs – paint etc during lockdowns.

Telephone and Computer: Emergency Lights £400, website costs not used £1,150 (NC 600), SportsBooker costs overlooked in budget £1,200p.a.

Professional Fees – up by £7.5k due to adjudication and Loss and Expense Account legal advice.

Bank Charges and Interest – coronavirus increased the use of Stripe when out of lockdowns, commission paid therefore increased.

Sundry Expenses £19 – Eye Test refund.

Suspense/Mispastings contras to Journal Entries shown above and Tennis Card/Membership awaiting processing.

During most recent lockdown HFC's account had been agreed with the football club and settled at £3.5k, a bad debt was partially collected at £693.92.

A Member asked about potentially bringing payroll in-house with the DFO progressing through her qualifications.

**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 emails for Cllrs.

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

The date was confirmed as Monday 14 June 2021, in person at Fryern Pavilion.

That being all the business the meeting closed at 8.10p.m.

Chairman.....