

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

26 JULY 2021

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

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

Public Participation:

There were no members of the public present.

1. APOLOGIES

There were apologies from Cllrs Bicknell, Bourne and Dolbear. Cllr Johnson was not present.

2. DECLARATIONS OF INTEREST

There were none.

3. TO ACCEPT THE MINUTES OF THE POLICY AND FINANCE COMMITTEE'S MEETING OF 14 JUNE 2021 AGREED AT THE FULL COUNCIL MEETING OF 28 JUNE 2021.

These were ACCEPTED.

4. MATTERS FOR RESOLUTION

- a. To discuss and agree whether Standing Order 25.a.i needs updating to clarify its restrictions on councillor activities and make an appropriate RECOMMENDATION to Full Council.**

The Clerk had suggested the following addition as clarification to the Standing Order '*...this includes the records being kept to ensure the safe and proper management of that land or premises*'. The Clerk had also mentioned in the Briefing Note that the Local Councillor Governance Toolkit (as published jointly by NALC and the SLCC) that under Part 3 Ensuring Effective Governance, Section 7 'Relationships between Councillors and Council Employees' Subsection 2 Model Protocol on Member-Officer Relations 2.2.4 "Councillors should not involve themselves in the day-to-day running of the Council...". A Member commented that councillors needed to understand the differences in responsibilities and that the clarification was the right thing to do. Another Member commented that a procedural note should be added to the item for Full Council's agreement that there was the option of 2 Members (Clerk's note after meeting or the Chair and Vice-Chair of Committee to be authorised to access the records). The wording of the clarification was AGREED as a RECOMMENDATION for Full Council's decision.

- b. To discuss a draft Fixed Assets Lifetime Policy.**

The Policy was introduced in the Briefing Note with examples from play equipment showing that items such as swings and other steel structures often had an actual life far longer than the anticipated period. An updated/refined policy and schedule was requested for the October meeting of the committee. Refinements requested included annual review of play, building and Grounds Maintenance assets by AMC to enable future planning of expenditure before the annual budget is drafted.

5. TO NOTE THE FINANCIAL REPORTS:

- i. To note the quarterly accounts.**
Key Differences – Budget Report

Income: Greater reduction than even allowed for reluctance of some classes to return – exacerbated by the ‘Delta’ version of the virus. Quite a few classes not resuming until September especially at Fryern.

Expenditure: Direct Costs down £16.6k – partially due to late invoicing of EBC services, Hiltingbury Pavilion down £3k due to partial lockdown, Fryern Pavilion up £5.3k due to £2.6k CCTV, £1.5k Boiler repairs and whole Rates bill entered in 1 month.

Overheads: Misc - Trade Waste Permit £15, Grants Groundworks South £5.1 plus £680 Velmore CA, Salaries down £6.5k due to staff leaving and no caretaker plus 2021-2022 increase not agreed as yet, Motor up £1.2k Towrite batteries, Prof Fees down £1.2k, Hiltingbury Pavilion Ext Valuation 18 for £18k and Retention £53k released (funds held in reserves from 2019-2020), Maintenance up £147 – additional cleaning before opening-up. Training down £247 – substantial savings through using Commodious training.

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

Following proposal, seconding and on a show of hands these were AGREED.

- iii. **To note that due to annual leave being taken by third parties a report/in person comment on the 31 March 2021 Balance Sheet reserves position isn't available – it is still being followed up.**

The Clerk/RFO had undertaken an analysis of the Reserve movements during the Hiltingbury build and defects/release of retention period (from 2018 – 2021) that was very close to the Reserve figure in the annual return 2021. A Member commented that the Balance Sheet figure for the Capital Finance Reserve (CFR) didn't make any sense in terms of double-entry bookkeeping and requested that the accountants be asked: ‘whether we should have the CFR and the Fixed Assets on the Balance Sheet or not have the Fixed Assets stated and an explanatory note about reserved funding to cover the capital repayments and interest costs guaranteed from future Precepts until the loan is fully repaid’.

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

Fixed Asset Lifespan policy, accountants' response to Balance Sheet question.

9. DATE AND TIME OF NEXT MEETING

The date was confirmed as Monday 25 October 2021, in person at Fryern Pavilion.

That being all the business the meeting closed at 8.03p.m.

Chairman.....