

MEETING OF CHANDLER'S FORD PARISH COUNCIL

7.00 PM 30 JANUARY 2023

COUNCILLORS PRESENT: Chairman Cllr Evans; Councillors: Attrill, Bicknell, A Broadhurst, H Broadhurst, Child, Davies, Duguid, Irish, Jones, Kyrle, Pragnell, Selby and Scott.

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

Public Participation:

There was one member of the public present. He commented that some of the noticeboards were not displaying any notices and that some links to minutes were missing links.

The Clerk commented on both items.

1071 APOLOGIES

These were received from Cllrs Beer and Johnson. Cllrs Abraham and Baker were not present.

1072 DECLARATION OF INTERESTS

None were declared.

1073 CHAIRMAN'S REPORT

The Chairman read out her report which was: "The Warm Rooms have now been active throughout this month but there still must be many local residents who could be using them. Please spread the word.

Work has now started on the Jubilee Gardens. The beds have been cleared and rotovated ready to be realigned and replanted when the weather gets warmer.

Preparations for Funtasia are well underway. This year we will not be having a Parish Council tent which will allow all councillors time to help on the entertainments."

1074 TO APPROVE MINUTES OF MEETINGS.

(N.B. NALC state in their LTN 5 November 2021 re minutes pt 67 "The draft minutes of a meeting must be formally approved by the next suitable meeting and duly signed by the Chair of the meeting (paragraph 41(1) of schedule 12 to the 1972 Act).")

- a) **to approve the minutes of meeting of the Parish Council held on 12 December 2022,**
- b) **to approve the confidential minutes of the HR Committee of 8 December 2022,**
- c) **to approve the minutes of the Planning Licensing and Highways Committee of 19 December 2022,**
- d) **to approve the minutes of the Asset Management Committee of 16 January 2023, and**
- e) **to approve the minutes of the Policy and Finance Committee of 23 January 2023 and receive its financial reports.**

A Member requested that the '*due to being tabled*' be omitted from the 12 December Full Council minutes at the end of minute point 1064. The Clerk cautioned members that this was the reason given at the meeting and as heard on the recording of the meeting. Following proposal and seconding and on a show of hands the minutes of 12 December were AGREED with the above deletion.

The remaining minutes were checked for accuracy and on proposal, seconding and a show of hands for each meeting's minutes were AGREED. They were then signed by the Chairman, with the alteration to mp 1064 being initialled.

1075 TO AGREE THE RECOMMENDATIONS FROM POLICY AND FINANCE TO ADOPT THE REVIEWED DOCUMENTS: -

- a. **Financial Regulations – no change,**
- b. **Standing Orders – no change,**

- c. Operational Risk Assessment – updated for 2022 – 2023, and**
- d. Financial Risk Assessment – Internal Auditor updated for 2022 – 2023.**

As the items were RECOMMENDATIONS and not up for debate, rather adoption or not, they were taken as one item. Following proposal, seconding and on a show of hands the four documents were ADOPTED.

1076 TO DISCUSS AND AGREE WHETHER TO PAY HMRC BY DIRECT DEBIT, TO BE SURE TO AVOID ANY LATE PAYMENT CHARGES/INTEREST.

Following proposal, seconding and on a show of hands the payment by Direct Debit of the HMRC P32 payments was AGREED.

1077 TO NOTE THE FIRST INTERIM REPORT OF THE INTERNAL AUDITOR FOR 2022-2023.

Following proposal, seconding and on a show of hands the first Interim Report of the Internal Auditor was noted.

The Clerk asked the Chairman if his thanks for the DFO's input could be recorded as well as her handling of the recent HMRC VAT audit.

1078 TO DISCUSS AND AGREE THE SETTING OF THE BUDGET AND PRECEPT FOR 2023-2024: -

- a. Precept at the RFO's minimum recommendation of £541,740.45, representing a Band D Council Tax of £59.33 a 7.5% increase, or the Members' suggested increase of 6.6% representing an increase to £58.83 per Band D property a Precept of £537,174.97. and**
- b. to set the overall budget for the coming financial year at an expenditure of £674,867 and income of £680,971 (7.5%) or £676,405 (6.6%).**

At the Chairman's invitation the Clerk gave a short briefing to Members about the budget figures and that a 7.5% increase was the very minimum that was needed and that if they went lower than that and found that there was not enough money in the budget to meet expenses then that mistake would rest with them, not Officers.

Various Members made comment for both figures and one Member simply stated that the Officers had done their job and produced their risk averse option, a best estimate of income needed to meet anticipated non-business expenditure. If Members went for less then they had to accept the responsibility and make the necessary cuts if required, even Funtasia potentially.

A proposer was asked for on the 7.5% figure, there was none.

A proposer was asked for on the second figure on 6.6%. It was proposed, seconded and on a show of hands AGREED. Therefore, the Precept was set for 2023-2024 at a 6.6% increase at £58.83 per Band D property giving a total of £537,174.97 and a budget of expenditure £674,867 and income of £676,405.

1079 TO AGREE THAT THE COUNCIL SIGNS UP FOR THE CIVILITY AND RESPECT PROJECT.

Following proposal, seconding and on a show of hands this was AGREED.

1080 FOLLOWING NOTICE OF THE CURRENT CLERK'S RETIREMENT WITH ANTICIPATED EFFECT FROM 30 JUNE 2023, TO AUTHORISE THE HR COMMITTEE TO START THE RECRUITMENT PROCESS FOR EMPLOYING A REPLACEMENT CLERK.

The Chairman said the Clerk had submitted a letter of resignation, which had been accepted as he was going to be moving to the West Country, she expressed thanks for his years of service and said that she was envious.

Another Member also expressed his thanks for what the Clerk had done over the years, with his measure being marked by clear audits and a legal/technical approach. He asked that his comments be minuted.

Following proposal, seconding and on a show of hands the HR Committee was APPROVED to

begin the process of recruiting a new Clerk/Proper Officer.

1081 DATE AND PLACE OF NEXT MEETING: 7.00PM 20 MARCH 2023 AT FRYERN PAVILION, GREENWAYS.

That being the conclusion of business the meeting closed at 7.55pm.

Chairman.....