

CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

20 November 2023

COUNCILLORS PRESENT: Chairman Cllr Attrill; Councillors Abraham, Baker, Beer, Bicknell, H Broadhurst, Child, Davies, Jones and Scott.

In Attendance: Hilary Blaker (Clerk)

Public Participation:

There were three members of the public present, one of which being a Councillor of the Parish Council but attended as member of the public.

One member of the public reported yet another dog incident at Pennine Way, involving the same dog as reported previously.

1. APOLOGIES

None

2. DECLARATIONS OF INTEREST

None

3. TO ACCEPT THE MINUTES OF THE 23 OCTOBER 2023 COMMITTEE MEETING.

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

4. MATTERS FOR RESOLUTION

a) To discuss and agree membership of Working Group to review Standing Orders and policy delegation,

Following discussion regarding the selection of members, along with observation of fair representation across all Committees, two additional Councillors requested to be part of the Working Group. It was noted that increasing the membership of the Working Group recognised the restrictions upon some Councillors who also work full time.

Following proposal, seconding and on a show of hands membership was agreed to include Cllrs Abraham, Attrill, Davies, Baker, Beer, Pragnell and Jones.

b) To discuss and agree Terms of Reference for Working Group, taking into consideration the following proposals –

NB The Terms of Reference for any Working Group are agreed within the first meeting of said Working Group. Due to the proposals requested above, the Terms of Reference became a Committee Agenda item.

i) Limiting the review to the latest changes as recommended by NALC within April 2022 revisions,

Discussion took place regarding the extent of the proposed review of the Standing Orders by the Working Group. The changes to the NALC model template are recommended to be considered as part of an end-to-end review of the Standing Orders. It was felt by Councillors that changes should not be restricted.

This item was proposed, seconded but failed to receive any votes. Therefore, the proposal to limit changes to only reflect changes in NALC model was rejected.

ii) All changes are to be agreed in a face-to-face meeting prior to being submitted to Policy and Finance Committee and Full Council for acceptance.

Much discussion took place regarding the benefits of hybrid working with a combination of communication mediums being used. All Councillors were reminded that Whatsapp is not appropriate form of communication for Parish Council business. Proposed changes to Standing Orders are to be agreed by Policy and Finance Committee before recommendation to Full Council for adoption.

This item was proposed, seconded but failed to secure sufficient votes. Therefore, proposal was rejected.

Following discussion of agenda items 4i and 4ii it was proposed, seconded and on a show of hands agreed that responsibility for the Terms of Reference would return to the Working Group to set at their first meeting. The Terms of Reference will be presented to Full Council for approval."

c) To review Financial Risk Assessment,

Following proposal, seconding and on a show of hands the revised Financial Risk Assessment was recommended to Full Council for adoption.

d) To receive report from current Working Group responsible for reviewing Lone Working Policy,

Councillors were updated that the revised Lone Working Policy should be available for review by Christmas 2023. The Council was reminded of the distinction between the Lone Working Policy and the Lone Working Risk Assessments necessary for each area of the business.

e) To agree direct debit instruction for ICO (Information Commissioners Office) registration,

Following one Councillor's request for clarification as to the role of the ICO, this item was proposed, seconded and on a show of hands agreed.

f) To note transfer of current account to Unity Trust by 20 December 2023,

Noted.

g) To review the draft meeting schedule for 2024 and to make recommendation to Council for its adoption (previously circulated to all Chairs 8 October 2023)

Consideration was requested to avoid clashes with EBC, in particular Mayor Making in May 2024. HR Committee and Audit and Risk Committee meeting dates were requested to be included. Revised schedule will be presented to Full Council.

h) To receive update regarding bespoke training session for Councillors in early 2024.

It was noted that a bespoke HALC training session for Knowledge and Core Skills, will be requested in the new year and other Parishes will be invited to attend.

5. TO NOTE THE FINANCIAL REPORTS:

i. to agree the payments made from the Scribe payment summary.

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

CLlr Child declared interest as responsible for second line of authorisation for invoices prior to payment.

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

A request was made for the Council to consider future energy efficient measures. It was noted that the Asset Management Committee have already undertaken energy efficiency surveys with no recommendations being returned. Energy efficiency will remain a priority for the Parish Council.

7. DATE AND TIME OF NEXT MEETING

The date was confirmed as Monday 22 January 2024, at Fryern Pavilion.

That being all the business the meeting closed at 7.55p.m.

Chairman.....