

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

**22 January 2024**

**COUNCILLORS PRESENT:** Chairman Councillor Attrill; Councillors Abraham, Baker, Child, Davies and Jones.

**In Attendance:** Hilary Blaker (Clerk)

### **Public Participation:**

There were two members of the public present.

One member of the public brought to the Committee's attention the recently published Test Valley Borough Council Local Plan which identifies potential development of land that may impact the Monks Brook. The Committee thanked the member of public for bringing it to their attention. The Chair of Committee proposed to approach Eastleigh Borough Council on behalf of the Committee.

The member of public also identified a number of technical issues with the new website. The Chair drew the subject to a close. The Clerk will liaise with the member of public direct.

### **1. APOLOGIES**

Apologies were received from Councillors Beer, Bicknell, H Broadhurst and Scott.

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

Councillor Attrill declared a declaration of interest with Agenda item 4.g.

### **3. TO ACCEPT THE MINUTES OF THE 20 NOVEMBER 2023 COMMITTEE MEETING, AS PREVIOUSLY AGREED AT FULL COUNCIL 11 DECEMBER 2023.**

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

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

#### **a) To discuss and agree the Terms of Reference for Working Group responsible for reviewing the Standing Orders.**

An objection was raised by Councillor Jones to the proposed clause 11 on the grounds that it is outside the terms of the Working Group as stated in clause 1. The Clerk made recommendation that this clause was removed as it also went against the ethos of the Council.

The meeting was paused at 7.10pm when Councillor Baker arrived.

Following proposal to accept the Terms of Reference with no change this motion was seconded. Two Councillors voted against, two Councillors abstained, and two Councillors voted for. The Chair of Committee re cast the deciding vote and the motion was approved.

*Post meeting note : Reference to email dated 1 December 2023 between Cllr Jones and Sarah Goode HALC – "if the membership of your working party is determined at the Policy and Finance Committee, and this is stated in your working group's Terms of Reference, then it is the Committee that needs to appoint or remove members or at least the group needs to seek their approval, or seek approval via recommendation, before taking any action in this regard."*

#### **b) To discuss and agree revisions to Standing Orders as proposed by Working Group,**

Following discussion regarding appropriate wording relating to Councillor training and clarification of other clauses, the motion was deferred. The Working Group will revisit the proposed Standing Orders.

The approval and adoption of the revised Standing Orders is an agenda item for Full Council meeting on 25 January 2023.

A motion was proposed for the current draft to be presented to Council for further discussion with comments being returned to the Working Group for consideration within further revisions. This motion was proposed, seconded and on a show of hands approved.

**c) To discuss and agree recommended allocation of policies across committees as proposed by Working Group,**

Following discussion regarding the allocation of policies that have since been superseded, the motion was proposed, seconded and on a show of hands agreed that the recommendation of the Working Group would be passed to Full Council for further consideration.

Thanks were recorded for the hard work of the Working Group in regard the Standing Orders and policy list.

*Post meeting note : the recommendation for Council to consider policy allocation will be included within the 25 March 2024 Council agenda.*

**d) To review the Operational Risk Assessment 2023-24,**

Following review, the revised Operational Risk Assessment will be presented to Full Council for approval.

**e) To review the Financial Regulations**

Following discussion recommendations were made for revisions to certain clauses. As this agenda item was to review and not to agree, the Financial Regulations will be presented to Full Council for further consideration.

**f) To receive report from current Working Party responsible for reviewing Lone Working policy.**

Lone Working Policy draft was to be available by Christmas 2023. Work is apparently still ongoing within Working Party. Following discussion it was agreed that a draft policy would be prepared for presentation at next meeting of Policy and Finance Committee.

**g) To discuss and agree grant application from Friends of Fernhill.**

Councillor Baker declared interest and therefore abstained from vote.

Following discussion, the grant application was proposed, seconded and on a show of hands was approved.

**h) To discuss and agree grant application from Victim Support.**

Following discussion, the grant application was proposed, seconded and on a show of hands was approved.

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

**i. To note the financial reports from the third quarter**

The improved quality of reporting was noted by the Chair of Council with thanks being given to Officers and Members for the management of this year's budget. It was requested that staffing sub total costs for the Hiltingbury Sportshall were split out within reporting for the new financial year. The financial reports were noted.

**ii. to agree the payments made from the Scribe payment summary.**

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

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

A request was made for discussion regarding the merits of utilising volunteer, non-council members to advise Policy and Finance Committee on financial matters. As this goes against Standing Orders this will not be taken further. Further revisions to Standing Orders by the Working Group to be taken to the Committee's next agenda, along with the Lone Working policy.

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

The date was confirmed as Monday 4 March 2024, 7pm, at Fryern Pavilion.

That being all business, the meeting closed at 8.40p.m.

Chairman.....