CHANDLER'S FORD PARISH COUNCIL – POLICY AND FINANCE COMMITTEE

15 September 2025

COUNCILLORS PRESENT: Chair Councillor Evans with Councillors Attrill, Davies, Jones and Scott

In Attendance: Hilary Blaker (Clerk)

Public Participation:
One member of the public attended who raised no comments.

1. APOLOGIES
Apologies were received and duly accepted from Councillor Bicknell, Broadhurst and Child. Councillor Beer did not attend.

2. DECLARATIONS OF INTEREST
None were recorded

3. TO ACCEPT THE MINUTES OF THE 9 JUNE 2025 COMMITTEE MEETING AS APPROVED BY FULL COUNCIL ON 23 JUNE 2025.
Following proposal, seconding and on a show of hands these were ACCEPTED.

4. TO AGREE TO APPOINT A NEW VICE CHAIR OF THE COMMITTEE, TO HOLD THE POSITION UNTIL THE NEXT ANNUAL MEETING OF THE PARISH COUNCIL IN MAY 2026.
Following discussion, it was decided that the appointment of a new Vice Chair for Committee was not necessary. Should the need arise the Committee would follow Standing Orders clause 3p. As a result, the motion was not proposed or seconded and therefore not carried.

5. TO NOTE THE FINANCIAL REPORTS:

i. **To NOTE the financial reports, including the bank reconciliation as of 31 August 2025, and**
The financial reports were noted.

ii. **To agree the payments made from the Scribe payment summary as of 31st August 2025.**
Following proposal, seconding and on a show of hands the payment summary was agreed.

6. TO RECEIVE BRIEFING NOTE REGARDING THE NEW ASSERTION 10 WITHIN THE SMALLER AUTHORITIES' PROPER PRACTICES PANEL (SAPPP) PRACTITIONERS GUIDE FOR 2025/26 AND TO IDENTIFY AND AGREE ANY RECOMMENDATIONS TO FULL COUNCIL.
Following proposal, seconding and on a show of hands the Committee agreed to make recommendation that all Councillors ensure they are using the provided @chandlersford-pc.gov.uk email address by December 2025, or equivalent gov.uk email address. With the added recommendation that all Councillors appointed within the May 2025 elections are to use the parish council provided email addresses as standard, unless unable to do so due to verified accessibility or technical needs, in which case reasonable alternatives will be agreed.

7. TO CONSIDER AND AGREE REVISED RISK ASSESSMENT, INCORPORATING PREVIOUS OPERATIONAL RISK AND FINANCIAL RISK REGISTERS.
Following proposal, seconding and on a show of hands the revised Risk Assessment was agreed with recommendation made to Full Council for adoption.

8. TO REVIEW AND AGREE THE FOLLOWING POLICIES, WITH RECOMMENDATION TO FULL COUNCIL FOR ADOPTION –

a) **Standing Orders**
Following clarification of previous points raised the revised Standing Orders were proposed, seconded and on a show of hands agreed with recommendation to Full Council for adoption.

b) **Equality and Diversity policy – as refreshed for 2025**
c) **Privacy Policy – as refreshed for 2025**
d) **IT and Email Policy – as revised in accordance with Assertion 10.**
e) **Communications and Media Policy – new policy**
The above policies were reviewed collectively and, following proposal and seconding, were approved by a show of hands.

f) **Co-Option Policy – new policy**
Discussion took place regarding wording within the section entitled 'At the Co-Option meeting' with a request made for two minor amendments. Following proposal, seconding and on a show of hands the Co-Option policy was agreed with two amendments to be made prior to presentation to Full Council.

9. TO CONSIDER RECOMMENDATIONS FROM THE ASSET MANAGEMENT COMMITTEE ON EAR MARKED RESERVES FOR INCLUSION IN THE 2026/27 BUDGET.
Following further explanation to the report and the recommendations made, no further queries were raised.

10. TO DISCUSS AND AGREE GRANT APPLICATION FROM EASTLEIGH CITIZENS ADVICE BUREAU.
Discussions took place on ways the Parish Council could further support the Eastleigh Citizens Advice Bureau, in their support of members of the Parish. Following consideration of the grant application members proposed, seconded and on a show of hands agreed to award the full grant application at the value of £775.32.

11. MATTERS TO BE TAKEN TO THE COMMITTEE'S NEXT AGENDA
Items for the next agenda: consideration of the 2026/27 grant budget and grant-awarding structure; and ongoing review of council policies.

The date was confirmed for the next meeting as Monday 3 November 2025, 7pm, at Fryern Pavilion.

That being all business, the meeting closed at 8.00 p.m.

Chairman…….....

Chandler's Ford Parish Council