HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 15 MAY 2017 AT 7:30 PM.

PRESENT: Cllr D. Alexander (acting Chairman), Cllr M. Burridge, Cllr Mrs. L Evans.

IN ATTENDANCE: Carla Baverstock-Jones, Chief Officer, Sarah Guy, Senior Administrator (Minute Taker), Simon Ritson, Responsible Financial Officer.

PUBLIC ATTENDANCE: No members of the public were present.

Due to the absence of the Chairman and Vice Chairman, the Members in attendance elected Cllr Alexander to chair the meeting.

F&GP 001/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A. Forbes, D. Evans (Chairman) and P. Little.

F&GP 002/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 003/17/18 **PUBLIC SESSION**

No members of the public were present.

F&GP 004/17/18 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 27 MARCH 2017**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 27 March 2017 be duly signed as a true record of the meeting.

F&GP 005/17/18 **TO RECEIVE AND CONSIDER THE REVISED FINANCIAL REGULATIONS-HPC**

The revised HPC Financial Regulations were circulated and a discussion took place.

It was **RESOLVED** that

- The HPC Financial Regulations be amended to show any changes as highlighted text, rather than as tracked changes, showing only the new text.
- Additional paragraph to be inserted into paragraph 8 as follows:

"It is in the interest of efficient management of the organisation, and its provision of a high quality of service to residents, that staff vacancies that arise because someone has left are filled as soon as possible. To that end, this provision delegates the necessary authority to the Chief Officer.

When a member of staffs leaves the Council the Chief officer is delegated to fill the vacancy that arises without requiring a resolution from the Staff Committee or Full Council provided that:

a. The post is a permanent one.
b. The terms and conditions are unchanged except where the Council has agreed a policy regarding new staff, such as NJC contracts no longer being offered to new staff.
c. The job specification remains substantially the same.
d. Hours worked remain substantially the same although they may be adjusted by the Chief Officer to suit organisation requirements at the time.
e. Hourly pay rates remain substantially the same although they may be adjusted by the Chief Officer to suit organisation requirements at the time. Any significant impact on the budget must be considered.
f. The Chief Officer advertises the vacancy in the most appropriate manner.

If the Chief Officer wishes, for reasons of organisation design or otherwise, to alter the post in such a way that the above stipulations are not met, the vacancy should be considered by the Staff Committee and placed before Full Council to make the final decision".

- The amended Financial Regulations be sent to the next Finance and General Purposes Committee on 31 July 2017 for approval.

F&GP 006/17/18 **TO RECEIVE AND REVIEW THE DRAFT FINAL ACOUNTS FOR 2016/17**

A report by the RFO was circulated. The RFO stated that the full accounts were not available when the report was previously submitted to full Council.

The draft Final Accounts for 2016/17 were duly noted.

F&GP 007/17/18 **TO DISCUSS AND REVIEW THE EARMARKED RESERVES AND MAKE RECOMMENDATIONS FOR ANY CHANGES TO COUNCIL**

A report by the RFO was circulated and the columns of the earmarked reserves were explained to Members.

The earmarked reserves for the playgrounds- (£36,858) was queried. Cllr Mrs L Evans explained that the reserves were in place for ongoing maintenance, refurbishment and repair of current play areas and would possibly be used towards the maintenance and replacement of the play equipment at Merchistoun Hall or other areas of land which could be considered and reviewed for play equipment installation.

It was **RESOLVED** that the earmarked reserves be duly noted.

F&GP 008/17/18 **TO REVIEW THE LOCAL GOVERNMENT PENSION SCHEME**

The Chief Officer explained that there was no paperwork for this agenda item but stated that a Councillor had requested for this to be put on the agenda.

A discussion took place and it was **RESOLVED** that the agenda item be brought back to the next Finance and General Purposes Committee meeting on 31 July 2017 for a discussion on how best to proceed, due to the lack of attendance in Committee Members.

F&GP 009/17/18 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS**

- Horndean Walking Netball - £200
- Victim Support - £200
- Blendworth Brass Band - £500

HORNDEAN WALKING NETBALL

It was agreed to recommend to Council that the grant application request of £200 be awarded.

VICTIM SUPPORT
It was agreed to recommend to Council that the grant application request of £200 be awarded. This was proposed by Cllr M Burridge and seconded by Cllr D Alexander.

BLENDWORTH BRASS BAND
It was agreed to recommend to Council that the grant application request of £500 was not eligible. The applicant is to be advised that a request for general support for the Blendworth Brass Band would receive a favourable response.

The meeting closed at 8.45PM

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Chairman

31/7/17
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Dated