ITEM 4

HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT JUBILEE HALL ON MONDAY 31 JULY 2017 AT 7:00 PM.

PRESENT: Cllr D Evans (Chairman), Cllr D. Alexander Cllr M. Burridge, Cllr Mrs. L Evans, Cllr A Forbes, Cllr P Little

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.

F&GP 010/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

There were no apologies of absence.

F&GP 011/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

Cllr Burridge declared a declaration of interest in relation to agenda item 10 (To review the Local Government Pension Scheme), due to his wife being a member of staff employed by HPC.

The Chairman suggested that Item 10 be put back to the last agenda item and suggested that Cllr Burridge leave the meeting before this item was discussed. This was agreed by all Members on the Committee.

F&GP 012/17/18 **TO ELECT A VICE CHAIRMAN TO THE FINANCE AND GENERAL PURPOSES COMMITTEE**

Cllr Forbes proposed that Cllr Little be Vice Chairman of the Finance and General Purposes Committee. This was seconded by Cllr Burridge.

It was **RESOLVED** that Cllr Little be elected as Vice Chairman of the Finance and General Purposes Committee.

F&GP 013/17/18 **PUBLIC SESSION**

No members of the public were present.

F&GP 014/17/18 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 15 MAY 2017**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 15 May 2017 be duly signed as a true record of the meeting.

F&GP 015/17/18 **TO APPOINT A SUB-COMMITTEE AND AGREE THE TERMS OF REFERENCE IN RESPECT OF THE PLANNED PROJECT TO EXTEND JUBILEE HALL**

The draft Terms of Reference in respect of appointing a Sub-Committee were circulated. The Chief Officer informed Committee Members that the Sub-Committee must consist of a minimum of 3 voting Members.

A discussion took place and it was **RESOLVED**

- that a Sub-Committee be formed with 7 Members, consisting of all Members of the Finance and General Purposes Committee (Councillors D Evans, D. Alexander, M Burridge, Mrs. L Evans, A Forbes, P Little and the Chief Officer, Carla Baverstock-Jones).
- Other Councillors can appointed on to the Sub-Committee.
- Only Councillors are entitled to vote be.
- The Sub-Committee be formed under the circulated Terms of Reference.

F&GP 016/17/18 **TO RECEIVE AND CONSIDER THE REVISED FINANCIAL REGULATIONS- HPC**

A copy of the revised Financial Regulations were circulated and it was **RESOLVED** that it be recommended to Council for consideration with the following amendments having been made.

- Para 1.8: Remove bullet from final item.
- Para 3.7: Second para- Remove the word "the" after the sentence "Officers shall ensure that all requests for quotation and contract negotiations consider".
- Para 3.7 c): Remove following wording from end of para "shall be considered and noted in a contract when appropriate".
- Para 3.7 d): Remove current para d, which is to be moved further down in the document to become para f
- Para 3.7 e): Label current para e as para d.
- Para 3.7 f): Remove current para f, which is to be moved further down in the document to become para g.
- Para 3.7 g): Amend current para g to read as para e and delete the wording "A clause in every contract for work to be done to the effect that" and replace with the wording "Every contract shall contain a clause stating". Amend the spelling of "responsibly" to read as "responsibility"
- Para 3.7 f): This para was originally para d. Remove the word "a" after "If, as part of a contract to supply public works" and replace with "the". Remove "other stakeholders such as EHDC and" after the wording "then the details should be agreed by the Council and".

F&GP 017/17/18 **TO RECEIVE AN UPDATE IN RESPECT OF THE RESPONSE TO THE INTERNAL AUDITORS REPORT**

A report by the Chairman was circulated.

It was **RESOLVED** that

- Members perform a spot check of the invoices each month.
- The Member be rotated each month.
- Additional points be added to the Financial Regulation and flow chart.

F&GP 018/17/18 **TO RECEIVE AND CONSIDER THE QUARTERLY FINANCE REPORT**

A report by the RFO was circulated. The RFO explained that the report included some additional spreadsheets, one showing a comparison of budget Vs actual payroll. He said that the underspend in salaries was due to an additional administrative day each month having been put into the budget but said that this was not always called upon. He said that there were no changes to the earmarked reserves.

Cllr Alexander queried the the low amount of funds in the Co-operative bank account as shown on the detailed balance sheet. The RFO explained that the low funds shown in this account was due to needing two signatories to sign off a transfer of monies from the Lloyds account to the Co-operative account. He said that this had been delayed slightly due to staff leave, but said that since the printout of the balance sheet, the transfer had taken place.

Cllr Mrs L Evans asked if any suggestions had been put forward in relation to the Earmarked Reserves for the Lovedean Solar Farm. She asked if suggestions could be sought if nothing had been received as yet.

The RFO informed Committee Members that a sum of £999 had appeared in the Lloyds Bank account and an accompanying letter was received, stating that Lloyds Bank had made an error on 30.01.2009. He said he queried the amount he was told that the error amount was for £550 and the additional £449 was for interest incurred on the amount. He said Lloyds Bank had told him they did not keep records dating that far back, so were unable to clarify the reason pertaining to the error.

The report was noted by Members.

F&GP 019/17/18 **TO RECEIVE AND CONSIDER THE HAND/ARM VIBRATION POLICY**

A draft version of the Hand/Arm Vibration Policy was circulated. A lengthy discussion took place and it was **RESOLVED** that

- The draft policy was too lengthy and did not directly address the activity and protection of staff from using such equipment.
- A one page Policy be re-written and brought back to the next Finance and General Purposes Committee for consideration.
- The policy should include the following and is to to be used in conjunction with the downloadable advice available on the HSE website.
  - ✓ What Hand Arm Vibration Syndrome (HAVS) and whole Body Vibration is.
  - ✓ Assessing equipment to ensure that vibration level is at a minimum.
  - ✓ How it can be caused/arise in a job or task.
  - ✓ What symptoms may occur and the need to report symptoms.

F&GP 020/17/18 **TO RECEIVE THE DRAFT TIMETABLE IN RESPECT OF SETTING THE BUDGET FOR 2018/2019**

The draft timetable was circulated and an error was noted in the title of the document, which should have read as "2018/2019" and not "2017/2018".

It was suggested that Members check availability of dates and inform the RFO of their availability.

F&GP 021/17/18 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS**

- Holy Trinity Church, Blendworth - £500
- Horndean Technology College Lunch Club - £350
- Blendworth Brass Band - £500
- 1st Horndean Scout Group- £500

HOLY TRINITY CHURCH, BLENDWORTH

It was agreed to recommend to Council that the grant application request of £500 be deferred until the following information could be obtained.

- The reason the sign needs replacing, as Committee Members were not aware of any difficulties with those seeking the locations on the signage.
- A sketch to be provided on the intended signage and to include the proposed sizing.
- The grant request to be placed on the Council meeting agenda on Monday 21st August 2017 for consideration, on receipt of the required information from the applicant.

HORNDEAN TECHNOLOGY COLLEGE LUNCH CLUB

It was agreed to recommend to Council that the grant application request of £350 be awarded. This was proposed by Cllr Little and seconded by Cllr Burridge.

BLENDWORTH BRASS BAND
It was agreed to recommend to Council that the grant application request of £500 be awarded.

1ST HORNDEAN SCOUT GROUP
It was agreed to recommend to Council that the grant application request of £500 be awarded. This was proposed by Cllr Burridge and seconded by Cllr Little.

F&GP 022/17/18 **TO REVIEW THE LOCAL GOVERNMENT PENSION SCHEME**

A report by the Chief Officer was circulated. The Chairman said that the Local Government Pension Scheme (LGPS) was a seriously good benefit to those on the scheme.

A discussion took place and suggestions were put forward for an Enhanced Contribution Pension Scheme to be considered for new staff members joining HPC. The Chief Officer stated that the amount of work involved would impact greatly to run two different pension schemes alongside each other.

It was felt that the Council would like to have more control over the Pension Scheme in place for staff members, in terms of how much they contribute as an employer.

After a lengthy discussion, it was **RESOLVED** to recommend to Council that

- An Enhanced Contribution Pension Scheme be investigated.
- No changes be made to the existing pension rights for existing staff members.

This was proposed by Cllr D Evans and seconded by Cllr Forbes. 3 Members voted in favour of this recommendation and 2 members voted against.

It was **RESOLVED** to recommend to Council that

- An Enhanced Contribution Pension Scheme be investigated for new staff members.
- An assessment of cost be undertaken to run a second Pension Scheme.

4 Members voted in favour of this recommendation. 1 Members abstained from voting.

The meeting closed at 9.40PM

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Chairman

6/11/2017
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Dated