



# HORNDEAN PARISH COUNCIL

## FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE  
MEETING HELD AT JUBILEE HALL ON MONDAY 6<sup>TH</sup> NOVEMBER 2017 AT  
6:30 PM.

**PRESENT:** Cllr D Evans (Chairman), Cllr D. Alexander, 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 023/17/18 **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr M Burridge.

F&GP 024/17/18 **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

F&GP 025/17/18 **PUBLIC SESSION**

No members of the public were present.

F&GP 026/17/18 **TO APPROVE THE MINUTES OF THE FINANCE AND GENERAL PURPOSES  
COMMITTEE MEETING HELD ON THE 31 JULY 2017**

It was **RESOLVED** that the minutes of the Finance and General Purposes Committee meeting held on the 31 July 2017 be duly signed as a true record of the meeting.

F&GP 027/17/18 **TO RECEIVE THE REVISED DRAFT BUDGET FOR 2018/2019**

A report by the RFO was circulated, inclusive of the draft budget for 2018/2019. The RFO explained that a Grounds meeting was scheduled to take place on 13<sup>th</sup> November 2017, which would likely have an impact on some lines of the budget. It was suggested that it would be preferable in future for the Grounds Committee meeting to be scheduled before the Finance and General Purposes meeting. The RFO stated that any changes were likely to be minimal, with the staffing budget likely to be reduced.

A lengthy discussion took place and the following queries were raised.

- The increase in staff mileage claims. The Chief Officer informed Members that a change for all staff to claim mileage when outside of contractual hours had been introduced. She explained that this did not allow Caretakers to claim mileage when attending the hall to undertake contractual cleaning hours, but said it could be claimed when they attended the hall to open/close for a hall hirer. She said she felt there was no other alternative at the time of employing a Caretaker for Napier Hall, as said it would not have been reasonable or fair to offer the position to the Caretaker, who resides in Drayton without the allowance of mileage being included. She said she did not want to be in a position where the only option was to close Napier Hall, if a Caretaker position could not be secured, given the high volume of hall hirers. It was noted that paragraph 8e of the Finance Regulations gives the Chief officer permission to make these changes: "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". It was suggested that the wording be changed to attendance fee for the mileage claims made by Caretakers.*

- Green Waste Removal: It was questioned if the budget could be reduced by HPC composting some of the green waste material, but also helping to create a habitat for natural wildlife.
- LEOH: It was mentioned that it was beginning to move again and it was suggested that HPC should be open to additional staffing should the work permit. It was discussed that there was £15,000 available in the S1063 Agreement to fund an architect and suggested that an Earmarked Reserve be included for the cost of an external contractor to put in place a business plan.

It was **RESOLVED** that

- The RFO check HMRC regulations regarding the payment of mileage to staff.
- The Countryside Team look into an economical way of disposing/composting of green waste.
- The Chief Officer and RFO investigate the cost of an external contractor producing a business plan.
- The draft budget for 2018/2019 be noted and reviewed by Council.

F&GP 028/17/18      **TO RECEIVE AND CONSIDER THE QUARTERLY MANAGEMENT ACCOUNTS FOR THE PERIOD ENDING THE 30 SEPTEMBER 2017**

A report by the RFO was circulated, along with the Quarterly Management Accounts for period ending the 30<sup>th</sup> September 2017. The report and accounts were noted.

F&GP 029/17/18      **TO RECEIVE AN UPDATE IN RESPECT OF THE LOCAL GOVERNMENT PENSION SCHEME**

Reports by the Chief Officer and RFO were circulated. A discussion took place and the Chairman said he felt there was not enough information to be able to make a decision regarding costing and benefits of both schemes (LGPS and NEST).

It was **RESOLVED** that the report be noted. This was proposed by Cllr D Evans and seconded by Cllr Forbes.

F&GP 030/17/18      **TO RECEIVE AND CONSIDER THE REVISED HAND/ARM VIBRATION POLICY**

The revised Hand/Arm Vibration Policy was circulated and it was noted that the policy had been reduced in size as previously requested. It was **RESOLVED** that the Hand/Arm Vibration Policy be adopted with the following amendment

- Replace the initial sentence: "Horndean Parish Council will" to "Horndean Parish Council have".

F&GP 031/17/18      **TO RECEIVE AND CONSIDER THE APPLICATION IN RESPECT OF THE FOLLOWING GRANT**

- All Saints Church, Catherington - £1,000

It was agreed to recommend to Council that the grant application request of £1000 be deferred until further information could be obtained.

The meeting closed at 7.40PM

  
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Chairman

  
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Dated