



Horndean Parish Council

NOTICE OF MEETING

**A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
WILL BE HELD ON MONDAY 27 July 2015 AT JUBILEE HALL AT 7.00 P.M.**

Members of the Committee (Cllr D Evans (Chairman), Cllr L Evans, Cllr M Burridge, Cllr Mrs D Denston, Cllr A Forbes, Cllr D Alexander are summoned to attend.

Carla Baverstock-Jones GCILEx
Executive Officer & Clerk to the Council

21 July 2015

AGENDA

1. To receive apologies for absence.
2. To receive any Declarations of interest.
3. To open the meeting to members of the public to enable them to address questions to Parish Councillors. *The period of time which is designated for public participation shall not exceed 20 minutes. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. A question asked by a member of public during public participation session at a meeting shall not require a response or debate.*
4. To elect a Vice Chairman of the Finance and General Purposes Committee.
5. To approve the Minutes of the Finance and General Purposes Committee meeting held on the 27 April 2015.
6. Staff Remuneration: Consider and recommend to Council, through a policy or otherwise, how staff salaries and the budget figures should be determined.
7. Finance Regulations: Consider and recommend amendments to the Finance Regulations, in particular to clarify Section 11: Contracts, especially with respect to requirements for quotations.
8. Consider and approve a plan for setting the 2016/17 budget, including a draft timetable.
9. To receive and consider the applications in respect of the following Grants:
 - All Saints Church, Catherington - £600
 - Blendworth Mothers' Union - £1,000
 - Horndean Parish Twinning Association - £200.

10. To discuss the way forward in respect of the Speed Indicator Device (SID) equipment.
11. To receive and review the Freedom of Information and Press and Media Policies – adopted 18 may 2015.
12. To receive and agree the Health and Safety Policies in respect of:
 - Asbestos
 - Hazardous Substances
 - First Aid
 - Manual Handling.

To exclude the public and the press, in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admissions to meetings) Act 1960).

13. To approve the Confidential Minutes of the Finance and General Purposes Committee meeting held on the 27 April 2015.

ITEM 6

HPC Remuneration Principles and Procedure

Parish Councils are not required to produce an annual "Pay Policy Statement".

This Council considers it helpful, however, to establish some guiding principles.

- HPC resolved some years ago to follow the advice of HALC and move away, when hiring new staff, from using the NJC rates and scales of pay
- HPC recognizes that pay rates should reflect the need to secure and retain high quality employees dedicated to fulfilling the Council's objectives and delivering services to the Public.
- This has to be balanced by ensuring remuneration is not, nor is seen to be, unnecessarily excessive.
- Pay rates are determined for the role and by comparison with similar roles locally.
- Pay increases overall have to be budgeted for in the autumn for the following year and will be calculated using a number of factors
- Inflation figures have not been key determinants of pay rises in the UK for many years and this is not likely to change

The Process – setting pay rates annually

Setting the Salaries Budget

1. The Clerk and the Council Chairman, Vice Chairman and Committee Chairmen will meet to discuss overall budget for salaries in the autumn each year.
2. The Finance and General Purposes committee will consider the effect of the proposed salary budget as part of its assessment of the entire budget and, if necessary, suggest amendments.
3. The whole salary budget will be assessed by Council in its debates when setting the budget and the precept for the following year.

Setting individual staff pay rates.

4. This should be carried out prior to the start of the municipal year
5. Increases must remain within the Salary Budget set by Council unless the Council resolves otherwise.
6. The Council Chairman, Vice Chairman and Committee Chairmen will meet to discuss the remuneration of the Clerk, which will ultimately come before Council in a confidential session for the decision
7. For all staff, except the Clerk, the Clerk will consider each person's contribution, career development and overall performance at their annual appraisal and will use these assessments in forming the recommendations for pay increases.
8. The Clerk will present to the Staff committee, in a confidential session the proposals in respect individual staff salaries.
9. All salaries must be approved by Council in a confidential session.
10. Staff will then be notified of new pay rates.

Finance Regulations – Proposed Changes

Finance and GP meeting 27th July 2015

Section 3

Change title from “Budgetary Control” to “Budgetary Control and Authority to Spend”

New wording:

3.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £750; or
- the Clerk for any items below £750.

Such authority is to be evidenced by a Minute of an appropriate meeting or by a written order signed by the Clerk.

Items that have been identified, costed and itemised in the Budget are thereby duly authorised.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

3.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).

3.3 The RFO shall provide the Council, at the end of each quarter of the municipal year, with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to date against that planned in the budget, and providing explanations of any actual or expected significant variances.

3.4 In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Add:

3.9 The salary budgets are to be reviewed at least annually during the preparation of the Budgets for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

3.10 Changes in earmarked reserves shall be approved by council as part of the budgetary control process

11. CONTRACTS

11.1 The Clerk shall have a delegated authority to enter into contracts for the following goods and services after ensuring that they represent the best value for money:

- a The supply of gas, electricity, water, sewerage telephone and broadband services,
- b Specialist services provided by solicitors, accountants, surveyors and planning consultants .
- c Repairs to, or replacement parts for, machinery, equipment or plant,
- d Materials that constitute an extension to an existing contract.
- e Additional work by the Auditor.
- f Goods or materials that are proprietary articles and/or are only sold at a fixed.

11.2 Contracts less than £750 shall be covered by Section 10.

11.3 Contracts greater than £750 and less than £3,000 require the following:

- a The Clerk shall strive to obtain three estimates from suppliers setting out details of the work required, the price and a delivery or completion date as appropriate.
- b For contracts that require approval by Council, the Clerk shall prepare a report with an evaluation and recommendation which shall be sent to Councillors one week before the meeting at which it will presented for consideration and approval so that any requests for further details can be dealt with before the meeting.
- c The Clerk shall enter into the contract selected and approved by the Council in accordance with its instructions.
- d The Council shall not be obliged to accept the lowest of any tender, quote or estimate

11.4 Contracts over £3,000 and below the upper contract price limit as currently specified in Standing Order Section 30b require, in addition to the provisions of 11.3 b,c and d, the following:

- a In respect of Contracts greater than £10,000, the Clerk shall also present a Statement of Requirements to Council for approval before obtaining quotations from suppliers.
- b. The Clerk shall obtain at least 3 quotations (priced descriptions of the goods and/or service to be supplied) .

11.5 Where a contract is expected to exceed the upper contract price limit specified in Standing Order Section 30 b, and in addition to the provisions of 11.4, a formal tendering process is required as specified in Standing Orders Section 30c, d and e.

11.6 The council shall not be obliged to accept the lowest or any tender, quote or estimate

11.7 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition, or when fewer than 3 quotations or estimates have been obtained, the reason shall be embodied in a recommendation to the council

	A	B	C
1	Date	Amount	Awarded to.
2	27/10/2008	£500	Good Companions Club
3	19/05/2009	£300	2nd Horndean Guides
4	25/08/2009	£300	Cowplain Bowls Club
5	26/08/2009	£200	Drum Housing Association
6	29/03/2010	£100	Brendoncare
7	Apr-10	£3,500	Causeway Farm Social Club
8	27/04/2010	£500	Community First East Hampshire
9	12/05/2010	£1,000	QECP Ranger Service
10	01/07/2010	£300	Catherington Club for the retired
11	27/09/2010	£250	Greening Catherington
12	30/10/2010	£1,000	1st Horndean Scout Group
13	04/04/2011	£250	Lovedean United Reformed Church
14	26/04/2011	£500	Horndean FC
15	29/06/2011	£150	CPRE Hampshire
16	15/12/2011	£500	Horndean Junior School
17	18/01/2012	£300	Home Start Butser
18	19/03/2012	£1,000	Catherington Village Hall
19	16/04/2012	£175	Horndean Technology College Lunch Club
20	20/11/2012	£6,000	East Hampshire Citizens Advice Bureau
21	12/12/2012	£350.00	Holy Trinity Church
22	12/12/2012	£100	Horndean Parish Twinning Association
23	18/02/2013	£330	Horndean Community Association (HOPE)
24	02/08/2013	£200	Victim Support
25	02/08/2013	£300	All Saints Catherington
26	Nov-13	£300	Holy Trinity Church
27	Nov-13	£400	Home Starter Butser
28	Dec-13	£175	Horndean Technology College Lunch Club
29	20/03/2014	£2,170	East Hampshire District Council
30	21/08/2014	£620	Horndean Community Association (HOPE)
31	21/08/2014	£1,500	Hampshire Astronomical Society
32	21/08/2014	£500	All Saints Church Catherington
33	26/08/2014	£200	Victim Support
34	30/03/2015	£400	Home Start
35	30/03/2015	£650	Holy Trinity Church Blendworth
36	30/03/2015	£1,850	Blendworth & Horndean Church Centre
37	30/03/2015	£200	Scout World Jamboree Day
38	30/03/2015	£2,100	CAB

HORNDEAN PARISH COUNCIL

PRESS AND MEDIA POLICY

Introduction

1. Horndean Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Council's Executive Officer.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

Other communications with the media

12. This policy does not seek to regulate councillors in their private capacity.

13. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

14. The Council's Executive Officer, may contact the media if the Council wants to provide information, a statement or other material about the Council.

15. Any Member may draft a press release, however they must all be issued by the Executive Officer.

16. The Executive Officer and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

**FREEDOM OF INFORMATION ACT
DATE 26 JANUARY 2009**

Information available from Horndean Parish Council under the model publication scheme

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only	Hard copy Website	10p per A4 B & W sheet Free
Who's who on the Council and its Committees	Hard copy Website	10p per A4 B & W sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website	10p per A4 B & W sheet Free
Location of main Council office and accessibility details	Hard copy Website	10p per A4 B & W sheet Free
Staffing structure	Hard copy Website	10p per A4 B & W sheet Free

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum Annual return form and report by auditor</p>	<p>Hard copy Website</p>	<p>10p per A4 B & W sheet Free</p>
<p>Finalised budget</p>	<p>Hard copy Website</p>	<p>10p per A4 B & W sheet Free</p>
<p>Precept</p>	<p>Hard copy Website</p>	<p>10p per A4 B & W sheet Free</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	<p>Free</p>
<p>Financial Standing Orders and Regulations and Financial Risk Assessment</p>	<p>Hard copy Website</p>	<p>10p per A4 B & W sheet Free</p>
<p>Grants given and received</p>	<p>Hard Copy</p>	<p>10p per A4 B & W sheet</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy</p>	<p>10p per A4 B & W sheet</p>
<p>Members' allowances and expenses</p>	<p>Hard Copy</p>	<p>10p per A4 B & W sheet</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Hard Copy</p>	<p>10p per A4 B & W sheet</p>

Parish Plan and Village Design Statement	Hard Copy	10p per A4 B & W sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p per A4 B & W sheet
Quality status	Website	Free
	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy	10p per A4 B & W sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
	Hard copy	10p per A4 B & W sheet
Agendas of meetings (as above)	Website	Free
	Hard copy	10p per A4 B & W sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p per A4 B & W sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
	Hard copy	10p per A4 B & W sheet
Responses to consultation papers	Website	Free

Bye-laws	N/A		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy		10p per A4 B & W sheet
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy		10p per A4 B & W sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and Safety policy Safety Inspection Records Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy	Hard copy		10p per A4 B & W sheet
Records management policies (records retention, destruction and archive)	Hard copy		10p per A4 B & W sheet

Data protection policies	Hard copy	10p per A4 B & W sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy	10p per A4 B & W sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per A4 B & W sheet
Assets Register	Hard copy	10p per A4 B & W sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	10p per A4 B & W sheet
Register of members' interests	Hard copy	10p per A4 B & W sheet
Register of gifts and hospitality	Hard copy	10p per A4 B & W sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only	Hard copy	10p per A4 B & W sheet
Closed churchyards	Hard copy	10p per A4 B & W sheet
Community centres and village halls	Hard copy	10p per A4 B & W sheet
Parks, playing fields and recreational facilities	Hard copy	10p per A4 B & W sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 B & W sheet

Bus shelters	Hard copy	10p per A4 B & W sheet
Agency agreements	Hard copy	10p per A4 B & W sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p per A4 B & W sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Members declaration of acceptance of office	Hard Copy	10p per A4 B & W sheet

CLERK TO THE COUNCIL
TYFIELD HOUSE, BLENDWORTH LANE, HORNDEAN, PO8 0AA

Tel: 02392 597766 Email – clerk@horndeanpc-hants.gov.uk
Offices are open Monday – Friday between the hours of 9 am – 4.30 pm

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Cost of paper, photocopy charges
	Photocopying @ 20p per sheet (colour)	Cost of paper, photocopy charges
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		