HORNDEAN PARISH COUNCIL

FINANCE AND GENERAL PURPOSES COMMITTEE

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT JUBILEE HALL ON MONDAY 27TH JULY 2015 AT 7:00 PM.

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

IN ATTENDANCE: Carla Baverstock-Jones, Executive Officer and Clerk to the Council, Gill Foster Administrator (Minute Taker).

PUBLIC ATTENDANCE: No members of the public were present.

F&GP 056 **TO RECEIVE APOLOGIES FOR ABSENCE**

No apologies were received.

F&GP 057 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

F&GP 058 **TO OPEN THE MEETING TO MEMBERS OF THE PUBLIC TO ENABLE THEM TO ADDRESS QUESTIONS TO PARISH COUNCILLORS**

There were no members of the public present to ask any questions.

F&GP059 **TO ELECT A VICE CHAIRMAN OF THE FINANCE & GENERAL PURPOSES COMMITTEE.**

Cllr D. Evans ask for any nominations and Cllr A. Forbes declared that he was willing to stand.

It was **RESOLVED** that Cllr A. Forbes be appointed as Vice Chairman of this Committee.

F&GP 060 **TO APPROVE THE MINUTES OF THE POLICY & RESOURCES COMMITTEE MEETING HELD ON 27th April 2015**

It was **RESOLVED** that the minutes of the Committee meeting held on the 27th April 2015 be duly signed as a true record of the meeting.

F&GP 061 **STAFF REMUNERATION: CONSIDER AND RECOMMEND TO COUNCIL, THROUGH A POLICY OR OTHERWISE, HOW STAFF SALARIES AND THE BUDGET FIGURES SHOULD BE DETERMINED**

Cllr L. Evans referred to the Report and explained what was contained in the proposed policy and then asked for any Councillors comments, policy attached.

Cllr D Evans advised that a Parish didn't need a 'Pay Policy Statement'.

Cllr Mrs. L Evans asked the Clerk if she had any comments and advised at this moment in time she hadn't.

Discussion took place regarding staff salaries covering the fact that some staff were still on the NJC rate and all the newer staff members were already on this policy, the easiest way to put all staff on the new policy was through natural wastage. The Clerk advised that having contacted ACAS they advised that this was the best option.

It was **RESOLVED** this policy be presented to Council at the next meeting on 17th August 2015.

F&GP 062 **FINANCE REGULATIONS: CONSIDER & RECOMMEND AMENDMENTS TO THE FINANCE REGULATIONS, IN PARTICULAR TO CLARIFY SECTION 11: CONTRACTS, ESPECIALLY WITH RESPECT TO REQUIREMENTS FOR QUOTATIONS.**

Cllr D. Evans referred to the proposed changes within the report attached.

A discussion took place and some changes were agreed through each point in the report. Various amendments and additions were agreed. Cllr D. Evans also advised that it was taken in to account that NALC Regulations were referred to when drawing up the amendments.

Cllr D. Evans stated that the RFO should be asked to comment on this before it goes to Council.

It was **RESOLVED** that the amendments to the finance regulations go forward to the Council meeting on 17th August 2015.

F&GP063 **CONSIDER AND APPROVE A PLAN FOR SETTING THE 2016/17 BUDGET, INCLUDING A DRAFT TIMETABLE.**

Cllr D. Evans referred to the Council meeting schedule, it was proposed that 21st December 2015 be the target for setting the precept. The following timetable was put forward:-

07 September 2015 – Full Council workshop to plan budget.

28 September 2015 – Grounds Committee Meeting – budget input required.

12 October 2015 – Additional provisional date – Finance & General Purpose Committee Meeting, Jubilee Hall at 7.00pm.

02.November 2015 – Finance & General Purpose Committee Meeting – draft budget put together.

23 November 2015 – Council Meeting – further budget discussion.

14 December 2015 – Finance & General Purpose Committee – sign off budget.

21 December 2015 - Council Meeting – Set precept/budget and approve.

It was **RESOLVED** the above timetable be agreed.

F&GP064 **TO RECEIVE AND CONSIDER THE APPLICATIONS IN RESPECT OF THE FOLLOWING GRANTS.**

Cllr D. Evans advised that we had £6,000 available for Grants this year.

- **All Saints Church, Catherington - £600**

  A discussion took place. It was agreed that this Grant be recommended to Council.

- **Blendworth Mothers' Union - £1000**

  It was agreed to recommend to Council a grant for £500.

- **Horndean Twinning Association - £200**

  Cllr A. Forbes referred to the Grant Application and advised what the Group were planning to do over the next few months. It was agreed that a grant for £200 be recommended to Council.

F&GP065 **TO DISCUSS A WAY FORWARD IN RESPECT OF THE SPEED INDICATOR (SID) EQUIPMENT.**

Cllr Mrs L Evans explained the situation regarding the two speed indicator devices we have advising the reasons for the group disbanding.

Discussion took place regarding other possibilities Cllr D Alexander suggested we see if they could be converted to solar power and the Clerk was asked to look into this.

Cllr D. Alexander asked if it was proven evidence these devices make a difference. Cllr D. Evans advised that these actually do make a difference and the way forward was to note the previous Group's reasons for disbanding and to find a way to get it going again. It was felt we needed to advertise for volunteers.

Cllr Mr L Evans asked the Clerk if she had any comments. The Clerk expressed her concerns that there doesn't appear to be a Councillor willing to get involved. It would be unrealistic to advertise for volunteers as the office would have nowhere to refer them to also the Countryside Team do not have the resources to take this on.

It was **RESOLVED** that the Clerk email all Councillors and it should be brought back to the Finance and General Purpose Committee meeting on 2nd November 2015.

F&GP066 **TO RECEIVE AND REVIEW THE FREEDOM OF INFORMATION AND PRESS AND MEDIA POLICIES – ADOPTED 18TH MAY 2015.**

Cllr D. Evans referred to the report and the Clerk was asked if there was anything she wasn't happy with to which she advised that at this moment in time she was happy with the new policy.

Cllr Mrs L Evans advised that at the Annual meeting of the Council all policies were reviewed and adopted and there were a lot. It was suggested that all policies be referred to this Committee for review, functions and legal requirements.

Cllr D. Evans suggested that we always have a review date on all policies.

Cllr Mrs D. Denston asked if we could increase the costs for paper when asked for photo copying from 10p to 50p a sheet Cllr M. Burridge agreed. It was agreed we could do this subject to the Clerk looking into any reason we cannot.

Cllr D Evans referred to Standing Orders were not mandatory and should be considered at the Annual Meeting. Section 2K the Clerk was asked to review this at the necessary time of year and bring back to the Finance & General Purpose Committee.

This was Agreed by all present.

Cllr Mrs L Evans referred to the Press & Media section 8 – 11 advising that the wording needs to be amended and checked and go back to the office to be updated with the law. The Clerk was to look at this and bring it back to the Finance & General Purposes Committee's next meeting.

F&GP067 **TO RECEIVE AND AGREE THE HEALTH AND SAFETY POLICIES IN RESPECT OF ASBESTOS, HAZARDOUS SUBSTANCES, FIRST AID AND MANUAL HANDLING.**

This matter was deferred to the next meeting.

The Public section of the meeting closed at 09.10pm

F&GP068 **To exclude the public and the press, in 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).**

F&GP069 **TO APPROVE THE CONFIDENTAIL MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON THE 27 APRIL 2015.**

It was **RESOLVED** that the minutes for the meeting on 27th April 2015 were a true record and be duly signed.

The meeting closed at 9:15pm

……
Chairman

……
Date