



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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FINANCE & POLICY COMMITTEE

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL
AT THE NEXT MEETING ON 16th SEPTEMBER 2015**

**A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL
FINANCE AND POLICY COMMITTEE TOOK PLACE AT 7.30 PM IN
THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON
WEDNESDAY 15th JULY 2015.**

MINUTES

PRESENT:

Cllr Jerrard (Chairman)
Cllr Croucher
Cllr Easton
Cllr Kirby

Cllr Poole, Cllr Maroney & Cllr Gavin, one member of the public and the press were present.

43/15 CHAIRMAN'S ANNOUNCEMENTS

The chairman reminded those present of the safety arrangements. In the absence of the Executive Officer, Cllr Easton agreed to take the minutes.

44/15 APOLOGIES FOR ABSENCE

Cllr Ives and Cllr Trotter.

45/15 DISCLOSURE OF INTERESTS

The disclosure was read out. No disclosable pecuniary interests were declared.

46/15 MINUTES OF PREVIOUS MEETINGS

Minutes of the meeting held on 27th May 2015.

Proposed Cllr Croucher, Seconded Cllr Easton, unanimously approved.

47/15 MATTERS ARISING FROM THE MINUTES

None.

48/15 PUBLIC PARTICIPATION SESSION

There were no public questions.

49/15 COUNCIL RESERVES

There was a decision to be made regarding movement of the reserve held under the heading “public paths” to the Recreation Committee Earmarked Reserves. The notes to the accounts were discussed but as the Executive Officer was not present to answer questions on this item, the Committee deferred the decision.

50/15 REPLACEMENT PHOTOCOPIER AT THE HASKELL CENTRE

The current lease on the photocopier is up for renewal. The current supplier has offered a new model under a leasing agreement, which has superior benefits to the current model. It will provide colour copying and the ability to print from officer PC’s wirelessly.

The benefits and costs were briefly discussed. Cllr Kirby was surprised by the high numbers of copies of documents currently used by the council, and suggested a review was made of why it was so high, given that efforts should be made to be a “Paperless Office”. It was felt by the committee that the current supplier should be told the council is happy to go ahead with the proposal. As the spending was not above the discretionary spending limit, the Executive Officer should proceed with the quote provided by the current supplier UK Office Systems Ltd for a five year lease at a cost of £169.68 per quarter. The proposal was unanimously approved.

51/15 AUTHORISED SIGNATORIES

The council had four authorised signatories but two had left following elections in May. It was proposed that Cllr Ives and Cllr Maroney be the replacement authorised signatories on behalf of the council for all financial matters. This proposal was unanimously approved.

52/15 STAFF APPOINTMENTS

The advert for a new Finance Officer and Caretaker for the LMC had generated a lot of response, and interviews were to be held within the next few weeks. The interviewing panel would be the Executive Officer, Cllr Maroney and Cllr Jerrard for the Finance Officer Post. The Duty Caretaker position would be the Executive Officer, Cllr Croucher and Cllr Ives. The interview panels were unanimously approved.

53/15 THE PAVILION BUILDING

The Chairman gave an update on the current position. Questions on the proposed lease had been raised by both sides. It was felt that the existing draft lease was not correct as the building was part of the WM Recreation Ground Charitable Trust, with the Council Councillors as Trustees.

There was a private meeting arranged with the Willows Nursery owners on Thursday 16th July 2015 at 7.00 pm to discuss progress. A maximum of three councillors will be present, Cllr Jerrard, Cllr Maroney and Cllr Croucher.

There would also be an opportunity for an informal discussion prior to this meeting for other councillors on the F&P Committee as some questions had been raised on this issue, which should be resolved before the meeting with the Willows Nursery.

54/15 DBS CHECKS

A discussion was held on this item, which was to agree that all present and future staff should be DBS checked, as should all Councillors. Councillor Easton reminded councillors that in addition, the Standing Orders would have to incorporate a policy on this, and that any checking done could not result in a dismissal of either, any Councillor, who had been voted in, or co opted, or any current Staff Member, unless a Councillor was found to have an unspent Criminal Conviction, so there would not be any point in doing this unless for new members of Staff. Councillor Easton also mentioned that it would be subject to the individual agreeing to have this check done on them. Councillor Maroney felt it would be a good idea, and that any Staff member who was found to have a conviction could then be monitored. A vote was taken, Cllr Croucher and Cllr Kirby for, Councillor Easton abstained, and the Chairman did not vote, so motion carried 2-0.

55/15 BUDGET 2016/17

The draft budget for 2016/17 was needed by the end of October 2015 and the budget would be on the agenda for the F&P meeting on 11th November 2015. The chairmen of committees were reminded that the budget should be considered at the next available meeting to ensure they met the stated deadline.

56/15 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: "In accordance with the provisions of section 1(2) of the Public Bodies (admission to Meetings) Act 1960 the press and public be excluded from the meeting by reason of the confidential nature of the business to be transacted

Proposed Cllr Jerrard, Seconded Cllr Easton, unanimously approved.