



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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PARISH COUNCIL MEETING

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL
AT THE NEXT MEETING ON 25th APRIL 2016**

**AN EXTRAORDINARY MEETING OF BRAMSHOTT & LIPHOOK
PARISH COUNCIL TOOK PLACE AT 8.30 PM IN THE PEAK
CENTRE, MIDHURST ROAD, LIPHOOK ON WEDNESDAY 16th
MARCH 2016**

MINUTES

PRESENT:

Cllr Croucher - Chairman
Cllr Easton
Cllr Enticknap-Green
Cllr Ives
Cllr J Kirby
Cllr Maroney
Cllr Poole
Cllr Trotter

Mr P Stanley – Executive Officer

One member of the public and the press were in attendance.

29/16 CHAIRMAN'S ANNOUNCEMENTS

The chairman reminded those present of the fire exits and mobile phones.

30/16 APOLOGIES FOR ABSENCE

Cllr Jourdan, Cllr Garnett, Cllr Hooper, Cllr Jerrard.

31/16 DISCLOSURE OF INTERESTS

No disclosable pecuniary interest were declared.

32/16 MINUTES OF THE LAST MEETING

The minutes of the meeting held on 29th February 2016.

Proposed Cllr Croucher, Seconded Cllr Kirby, Unanimously approved.

33/16 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

34/16 PUBLIC PARTICIPATION SESSION

Meeting Adjourned

Public Questions – Not on the Agenda

None.

Public Questions – On the Agenda

None.

35/16 INTERIM AUDIT REPORT

The second interim report from the Internal Auditor was considered and the recommendations noted. One of the recommendations was for an online ticketing system to be made available through the council website which will allow out of hours booking and avoid the need to visit an office for tickets. The cost of this would need to be considered carefully.

Proposed the interim report be accepted.

Proposed Cllr Croucher, Seconded Cllr Maroney, all in favour.

36/16 TO RECEIVE THE MONTHLY REPORT FROM THE CHAIRMAN OF THE F&P COMMITTEE

The Schedule of Accounts for January 2016 was noted (copy in minute book as attachments 1). The accounts had not yet been audited but show the balances held by the bank were as follows:

January 2015

Cleared balances at the bank

Business Account	1,017.00
30 Day Account	272,643.40
Total held by the council	273,660.40

Less un-presented cheque	1,140.31
Cashbook Balance	272,520.09

It was noted that the council still pay for a fax line. The use of this will be reviewed during the year.

37/16 WRITE-OFF

The council considered a list of items for write-off. Some of this related to incorrect data entry to the finance system, some to cancelled bookings that were never cancelled in the finance system and some to bad debt. There was also a sum of £242.60 held in a suspense account that could be used to offset part of the write-off cost. The net write-off for debtors and creditors was £4,374.40. A provision for write-off of £2,500 has been made as part of the closure of accounts for 2014/15 by the councils accountants. The Executive Officer stated that the former Finance Officer had chased a lot of the debtors and this had been repeated recently by the Administration Officer with a good success rate. However, it was not cost effective to spend more officer time chasing these debts some of which are very old. There had been no previous write-off in the past 5 years and this exercise would clear a lot of old entries in the finance system.

Cllr Croucher stated that Cllr Maroney wished to take further action to secure more of the outstanding money and was prepared to do this himself thereby not incurring additional officer time.

It was proposed that a sum up to the provision of £2,500 be written-off from the list of debtors and creditors. Cllr Maroney would work with the Executive Officer to try to recover additional money prior to a decision about the accounts to be written-off within the sum specified. Cllr Maroney in consultation with the Executive Officer was authorised to agree the accounts to be written-off from within the list approved by the council.

Proposed Cllr Croucher, Seconded Cllr Maroney, unanimously agreed.

38/16 STANDING ORDERS AND FINANCIAL REGULATIONS

The current standing orders and financial regulations were considered. The Executive Officer stated that he was not aware of any changes to the NALC model regulations but if a new model scheme was produced, the councils regulations would be amended and placed before the council for approval.

Proposed that the standing orders and financial regulations be approved.
Proposed Cllr Croucher, Seconded Cllr Maroney, unanimously approved.

39/16 DEVELOPER CONTRIBUTIONS

Cllr Maroney ran through his paper concerning S106 Priority Funding. The council had been placed in a difficult position by EHDC who wanted a list of projects from the council to be funded from the Lowsley Farm Phase 2 S106 Developer Contributions. Following an informal meeting of Parish Councillors, Cllr Maroney and Cllr Croucher had been tasked with pulling a list together for submission to EHDC.

Cllr Maroney explain the meeting held with EHDC involving himself and Cllr Croucher, together with officers and the three district councillors. The report of

that meeting and the resulting S106 projects are shown as attachment 2 to these minutes.

There was some concern expressed that projects for the Social Care Centre and the Youth Centre were not approved by the Parish Plan. Cllr Maroney stated that the initial multipurpose building had not been supported but the separate buildings had been in later minutes. Cllr Easton expressed concerns about the ongoing costs of running these centres which will need to be addressed.

It was noted that there may well be an opportunity to modify projects in the list but it was important to have projects listed so that none of the potential funding was lost. It was also noted that this was the last project delivering s.106 funding and under the new CIL arrangements, the council will have more direct control over the money which could be a substantial amount and used for projects not in the current list.

Proposal “That Council agree to retrospectively endorse the enclosed ‘Developers Contribution (S106) – Parish Priorities/Requirements 2016 onwards V1.32’ which has been agreed with EHDC following a meeting on 3rd March 2016”

Proposed Cllr Maroney, Seconded Cllr Croucher, unanimously approved.

Meeting closed 9.15 pm

Chairman:

Date: