



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr P J STANLEY
EXECUTIVE OFFICER

Tel: 01428 722988
Fax: 01428 727335
e-mail: council@bramshottandliphook-pc.gov.uk

THE PARISH OFFICE
HASKELL CENTRE
MIDHURST ROAD
LIPHOOK
HAMPSHIRE GU30 7TN

FINANCE & POLICY COMMITTEE

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL
AT THE NEXT MEETING ON 13TH JULY 2016**

**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 11th MAY 2016.**

MINUTES

PRESENT:

Cllr Maroney – Chairman
Cllr Easton
Cllr Ives
Cllr Kirby

Also in attendance: The press.

35/16 CHAIRMAN'S ANNOUNCEMENTS

Cllr. Maroney welcomed those present to the meeting, explained where the fire exits were and asked that mobiles be switched to silent.

36/16 APOLOGIES FOR ABSENCE

Cllr Croucher

37/16 DISCLOSURE OF INTERESTS

No interests were declared.

38/16 MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 16th March 2016 were approved.

39/16 MATTERS ARISING FROM THE MINUTES

There were no matters arising

40/16 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public Questions not on the Agenda

None

Questions relating to business on the Agenda

None

Meeting Reconvened

41/16 HEALTH & SAFETY POLICY

The Health & Safety report was considered. This policy had been approved on 28th April 2014 but was brought to committee to ensure that it was still compliant with current legislation. It was not felt that any amendments were necessary to the current policy. The need for staff training on health & safety such as manual handling was raised. It was noted that training requirements comes under the Risk Assessment Policy considered under minute 42/16.

Approval of the Health & Safety Policy.

Proposed Cllr Maroney, Seconded Cllr Kirby, unanimously approved.

42/16 RISK ASSESSMENT

The current, completed risk assessments needed reviewing and work was required to assess the risks in other areas such as manual handling and maintenance of parks. Cllr Maroney explained that an annual programme of reviewing risk assessments should be drawn up and maintained by the Deputy Executive Officer, with the risks being assessed jointly by a councillor and an experienced member of staff. He agreed to arrange for nominated councillors and staff to conduct the risk assessments that were outstanding and have the appropriate documentation drawn up. The Executive Officer, Deputy Executive Officer and possibly the Head Groundsman would also be involved.

It was agreed that 3 or 4 policies would be brought to each future meeting. This means that it was likely to be an ongoing item at future meetings.

43/16 BUDGET MONITORING

Councillors considered the final year-end budget outturn for 2015/16. This shows that the council underspent the budget by £36,255 and this sum had been added to general balances. The Executive Officer stated that each committee should receive the budget outturn for its area of responsibility and consider the total spending and spending & income against individual budget lines. A number of queries were raised and answer by the Executive Officer and the report was noted.

44/16 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 Maroney, Seconded Cllr Kirby, unanimously approved.

The meeting ended at 9.25 pm.

Chairman

Date