



# 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 9<sup>th</sup> NOVEMBER 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 14<sup>th</sup> SEPTEMBER 2016.**

### MINUTES

**PRESENT:**

Cllr Croucher  
Cllr Ives  
Cllr Jerrard  
Cllr Kirby  
Cllr Easton

There were no members of the public or press present.

**61/16 CHAIRMAN'S ANNOUNCEMENTS**

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

**62/16 APOLOGIES FOR ABSENCE**

Cllr Garnett.

**63/16 DISCLOSURE OF INTERESTS**

No interests were declared.

**64/16 APPOINTMENT OF A VICE CHAIRMAN**

It was proposed that Cllr Don Jerrard be appointed as Vice Chairman.  
Proposed Cllr Croucher, Seconded Cllr Ives, unanimously agreed.

**65/16 MINUTES OF PREVIOUS MEETINGS**

The minutes of the meeting held on 13<sup>th</sup> July 2016 were unanimously approved.

**66/16 MATTERS ARISING FROM THE MINUTES**

There were no matters arising

**67/16 PUBLIC PARTICIPATION SESSION**

Meeting adjourned

**Public Questions not on the Agenda**

None

**Questions relating to business on the Agenda**

None

Meeting Reconvened

**68/16 RISK ASSESSMENT**

The councils risk assessments needed to be updated and then an assessment carried out. Several of the risk area's still require an assessment. Cllr Kirby stated that she was due to have a meeting with the Deputy Executive Officer about this. Cllr Trotter and Cllr Poole had volunteered to help with recreation assessments. Cllr Jerrard agreed to do an assessment on Theft of Property which is under the Finance & Policy Committee.

**69/16 GRANT AID POLICY**

The grant aid policy and application form had been attached to the agenda. This needed approval and then the Executive Officer would write to all previous applicants outlining the procedure. The closing date for applications in the 2017/18 financial year is 30<sup>th</sup> November 2016.

There was a discussion about whether to include individuals but this was left in on the basis that the council may wish to sponsor someone. It was also felt that there should be wider publicity for grants so that the other organisations may benefit.

Grant policy for 2017/18.

Proposed Cllr Croucher, Seconded Cllr Kirby. Unanimously agreed.

## **70/16 BUDGET MONITORING**

The budget monitoring statement for the period April to July 2016 was considered. It was noted that recruitment costs were £1,400 higher due to the difficulty recruiting and retaining staff. The email hosting costs was £1,500 and would need to be budgeted in future years. It was noted that as agreed with EHDC, the agency income for the information centre is down by £1,780 per annum.

## **71/16 BUDGET 2017/18**

The initial budget had been considered by all spending committees. The final budget and precept will be set at the meeting on 11<sup>th</sup> January 2017. This allowed each committee to have a further review of the budget.

The main increase in the budget is additional funding for the Neighbourhood Plan (NP) from £7,500 in 2016/17 to £35,000 in 2017/18. This was driven by a need to fund external consultants. There was a discussion about the Community Infrastructure Levy (CIL) increase from 15% to 25% when a NP is in place and the development at Lowsley Farm. It was important that any investment in the development of the NP is more than matched by the increase in CIL from 15% to 25%. The phasing of this was unclear and it was agreed the Executive Officer would seek further clarification of when the CIL becomes available from Simon Jenkins at EHDC.

## **72/16 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 Croucher, Seconded Cllr Ives, unanimously approved.