



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 11th JANUARY 2017**

**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 9th NOVEMBER 2016.**

MINUTES

PRESENT:

Cllr Croucher
Cllr Ives
Cllr Kirby
Cllr Easton
Cllr Garnett

Cllr Poole was also present. No members of the public or press were in attendance.

74/16 CHAIRMAN'S ANNOUNCEMENTS

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

75/16 APOLOGIES FOR ABSENCE

Cllr Jerrard.

76/16 DISCLOSURE OF INTERESTS

Cllr Easton stated that she had an interest in the item to appoint a contractor for the Oak Tree at Hewshott Lane as she is the landowner bordering Parish Land where the tree sits on the boundary (Minute 83/16).

Cllr Easton left the meeting

77/16 MINUTES OF PREVIOUS MEETINGS

Approval of the minutes of the meeting held on 14th September 2016.
Proposed Cllr Croucher, Seconded Cllr Ives and unanimously approved.

Cllr Easton re-joined the meeting

78/16 MATTERS ARISING FROM THE MINUTES

Minute 69/16 Grant Aid Policy – Cllr Ives asked where the grant aid policy had been advertised. The Executive Officer explained that following the approval of the policy at the last meeting, a letter had been sent to all previous recipients of a grant and details had also been posted on the council website. Cllr Ives suggested that publicity should also go onto the council’s Facebook page and those people who have registered to be informed by email.

79/16 PUBLIC PARTICIPATION SESSION

There was no public present.

80/16 RISK ASSESSMENT

The Executive Officer explained that some of the areas of risk identified on the register still required the assessment to be written. All risks then need to be assessed against the individual policies. It was agreed that the assessments should be carried-out when possible rather than waiting for all policies to be written. The aim is to get as many assessments as possible completed for consideration at the next Finance & Policy Committee in January 2017. Assessments should involve both officers and councillors and there should always be two people completing the assessment.

Although not part of the risk assessment, there was also a need to review existing council policies and complete new policies in areas such as a Drugs & Alcohol Policy.

81/16 BUDGET 2017/18

The Executive Officer stated that the council needed to set a budget to be able to set the precept. The final budget will be considered at the next Finance & Policy Committee Meeting on 11th January 2017, which will recommend a budget and precept for full council to approve on 30th January 2017. Spending committees had considered their budget requirements and would have a final opportunity at their next meetings later this month. The number of Band D equivalent properties for the year was not yet known and is likely to be available in late December. A lot of the increase in budget requirement for 2017/18 was due to the cost of the Neighbourhood Development Plan. Cllr Garnett asked whether it would be possible to make this clear when presenting the budget. This will be stated when the budget is presented next year. It may also be possible to include a separate line in the budget breakdown sent to council tax payers.

The Executive Officer stated that budget risks include whether EHDC will passport the Precept Support Grant of £11,731 and whether the Government introduce any capping of increases to 2% without a referendum. The draft budget for 2017/18 was noted.

82/16 BUDGET MONITORING

The budget monitoring statement for Quarter 2 2016/17 was considered. The Executive Officer advised that overall there was a small projected overspend of £1,740. However, figures have been prepared cautiously and at year end the budget was likely to underspend, partly due to the continuing problem of recruiting staff. The budget monitoring statement was noted.

83/16 OAK TREE AT HEWSHOTT LANE

Cllr Easton had declared a pecuniary interest in this item as she was the owner of land bordering the Oak tree. She stated that the tree is a 500 year old oak tree and that it had been impossible to determine the boundary between her land and that of the Parish. At such, the Recreation Committee had agreed that the costs would be shared between the Parish Council and the landowner.

Councillor left the meeting

The Executive Officer stated that three quotations had been obtained using the same specification that had been prepared by Cllr Green. Of the three contractors, contractor one on the appendix 4 had the lowest quote and this was provided by Mike Sullivan.

Proposed Cllr Croucher, Seconded Cllr Ives and unanimously agreed that Mike Sullivan be awarded the contract at a cost of £3,685.

Cllr Easton re-joined the meeting and was advised of the outcome.

84/16 LIME TREE AT RADFORD PARK

The Executive Officer advised that three quotations had been received based on a specification agreed by Cllr Green. The lowest quote was provided by Tom Hudson who is contractor one in appendix 5.

Proposed Cllr Croucher, Seconded Cllr Garnett and unanimously agreed that Tom Hudson be awarded the contract at a cost of £2,200.

85/16 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 Kirby, unanimously approved.