



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THE PARISH OFFICE  
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MIDHURST ROAD  
LIPHOOK  
HAMPSHIRE GU30 7TN

## FINANCE & POLICY COMMITTEE

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL  
AT THE NEXT MEETING ON 8<sup>th</sup> NOVEMBER 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 13<sup>th</sup> SEPTEMBER 2017.**

### MINUTES

**PRESENT:**

Cllr Ives  
Cllr Jerrard  
Cllr Jourdan  
Cllr Kirby  
Cllr Easton  
Mr P Stanley – Executive Officer

Cllr Trotter and Cllr Poole were in attendance. There were no members of the public and one member of the press.

**61/17 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.

**62/17 APOLOGIES FOR ABSENCE**

Cllr Green.

**63/17 DISCLOSURE OF INTERESTS**

No interests were declared.

**64/17 MINUTES OF PREVIOUS MEETINGS**

The minutes of the meeting held on 12<sup>th</sup> July 2017 were approved.

Proposed Cllr Ives, Seconded Cllr Kirby 3 all in favour.

**65/17 MATTERS ARISING FROM THE MINUTES**

Minute 54/17 – Authorised Signatories. It was reported that the new signatories had not yet been setup for online banking. Cllr Ives will pursue this.

**66/17 PUBLIC PARTICIPATION SESSION**

Meeting adjourned

No members of the public were in attendance.

Meeting Reconvened

**67/17 NEIGHBOURHOOD DEVELOPMENT PLAN BUDGET MONITORING**

The NDP budget monitoring statement was considered. It was noted that there was a budget of £45,108, including a carry-forward of £10,108 from the previous year. A total of £6,785 had been spent to date leaving a balance of £38,323. The Executive Officer explained that EHDC had confirmed it would pay expenses for the consultant, but only after the council had obtained income from other sources of funding such as the NDP grant.

**68/17 BUDGET MONITORING STATEMENT 2017/18**

Cllr Jourdan introduced the budget monitoring statement for April to August 2017. The council had recently purchased a replacement vehicle for the Grounds maintenance team costing £13,749. Although this was to be funded from Earmarked Balances, there had also been a saving of £13,800 due to the Caretaker/Handyman vacancy that offset this cost. Additionally, the maintenance budget had been reduced by £1,500 as the newer vehicle will not incur maintenance costs this year. Overall the budget was showing a projected small underspend of £1,751 at year end. This figure could change during the year.

**69/17 BUDGET 2018/19**

The second draft budget for 2018/19 was considered. It was explained that committees were considering their budgets and the overall budget could change. The current draft shows an increase of £6,439. The budget includes a general uplift for inflation on some budget including staff costs. It was noted that the tree budget had reduced to £12,000 from £28,000 in the current year. This was because the bulk of outstanding work should be completed this year following the tree survey. The current year budget for tree work was funded in part by a transfer of £20,000 from Earmarked Reserves as a one-off cost.

The current draft budget would increase the precept by £6,439 and represent an increase of 1.92% or £1.64 per year for a band D property.

The final budget for recommendation to full council will be approved at the Finance & Policy Committee meeting on 10<sup>th</sup> January 2018.

#### **70/17 NOTICE BOARDS AT BRAMSHOTT**

Councillors considered the notice board design and costs attached to the agenda. There were a few materials and designs available. There are notice boards at Conford, Passfield and Bramshott Triangle. In addition, there is a notice board at the Millennium Centre that is not currently used for notices but needs replacement and could then be used as an additional information point.

Following discussion, it was agreed that the design and size of the existing new board at the Parish Office should be used for the new boards. The only exception is at Bramshott Triangle where a shared board with Bramshott Open Gardens will be provided. Cllr Kirby will liaise with Bramshott Open Gardens over the design and size of board. The council will contribute the same amount as the other notice boards and Bramshott should provide the difference in cost for an enhanced board. This will be a separate project as it will be a different timeframe and need additional approvals.

The council will need a further three notice boards, one of which will need mounting posts. The estimated costs will be £773 per board plus the mounting posts. As this should be below the £3,000 threshold for quotes, the council can use Greenbarnes as before.

It was proposed to purchase three notice boards at an approximate cost of £773 per unit. All to be the same specification and colour as the existing board at the Parish Office. In addition, £773 is agreed as a contribution to the notice board at the Bramshott Triangle.

Proposed Cllr Ives, Seconded Cllr Kirby, all in favour.

#### **71/17 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 Ives, all in favour.

Chairman

Date