



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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THE PARISH OFFICE
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HAMPSHIRE GU30 7TN

FINANCE & POLICY COMMITTEE

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL
AT THE NEXT MEETING ON 9th MAY 2018**

**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 14th MARCH 2018.**

MINUTES

PRESENT:

Cllr Easton
Cllr Ives
Cllr Jourdan
Cllr Kirby

Cllr Poole, a member of the press and the Locum Executive Officer were in attendance. There were no members of the public.

96/17 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.

97/17 APOLOGIES FOR ABSENCE

Cllr Enticknap-Green

98/17 DISCLOSURE OF INTERESTS

No interests were declared.

99/17 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 10th January 2018 were approved.

Proposed Cllr Kirby, Seconded Cllr Ives all in favour.

100/17 MATTERS ARISING FROM THE MINUTES

None

101/17 PUBLIC PARTICIPATION SESSION

Meeting adjourned

No members of the public were in attendance.

Meeting Reconvened

102/17 SMALL PURCHASES

Members agreed to recommend to full Council the following financial arrangements, to more easily facilitate day to day administration, and the associated amendment to Financial Regulations 6.17, 6.18, and 6.19:

102/17.1: that an imprest account and debit card be arranged for the Events Manager, with a £500 limit. The card to be kept in the LMC safe.

102/17.2: that both the Events Manager and Haskell Centre administration hold a petty cash float of £50 for small purchases.

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

103/17 HASKELL CENTRE ROOF

Members considered the three quotations received for the repair of the leak in the Haskell Centre roof and agreed to accept the least expensive quotation, as the leak is small and intermittent and has been identified as a result of a resolvable building defect, and so is not in need of major work.

Proposed by Cllr Kirby, Seconded by Cllr Jourdan, all in favour.

104/17 GRANTS

Members agreed the following grants:

British Legion	£250
Liphook Bowling club	£350
Liphook Cricket Club	£1500
Haslemere Football club	£1650
St Mary's Churchyard	£2000
Total:	£5750

Leaving a surplus of £650 to be retained against possible grant applications during the year.

Members agreed an interim grant to Liphook Youth Club of £500, as the Council has not yet received sufficient information to enable to a full grant to be given.

Members agreed that the application for a grant for benches at the Berg should be deferred for the time being, as a residents association needs to be set up in order to document an official agreement with the Parish Council.

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

105/17: AUTHORISED SIGNATORIES

105/17.1: Members agreed to endorse the agreement, made at the Finance and Policy meeting of July 2017, that the bank account signatories will be Cllr Ives, Cllr Jerrard, Cllr Jourdan and Cllr Kirby and that Cllr Ives is now to take over the administrator role.

Proposed by Cllr Jourdan, Seconded by Cllr Kirby, all in favour

105/17.2: members agreed to appoint Cllr Jourdan as additional administrator.

Proposed by Cllr Ives, Seconded by Cllr Easton, all in favour.

106/17: OFFICES AT THE LMC

Members noted the need to convert the office at the LMC in order to accommodate two members of staff, the Events Manager and the Administration Assistant and agreed that the work should go ahead, noting that if the office moved to the LMC in the future this work would still to have been carried out and that current working conditions for the staff are unsatisfactory.

Members agreed a budget of up to £25,000 to convert the current bar into an office, undertake remedial work to the current office and to purchase a mobile bar.

Proposed by Cllr Jourdan, Seconded by Cllr Kirby, three in favour, one abstention.

107/17 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 by Cllr Kirby, Seconded by Cllr Jourdan, all in favour.

The Chairman invited Cllr Poole to remain for the exempt session