



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr P 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 11th NOVEMBER 2019**

**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
MONDAY 9th SEPTEMBER 2019.**

MINUTES

PRESENT:

Cllr Garnett
Cllr Hall
Cllr Kirby
Cllr Trotter (Part)

Cllr Jerrard, Cllr Mitchell, 5 members of the public and the press were in attendance.

64/19 CHAIRMAN'S ANNOUNCEMENTS

The chairman welcomed those present to the meeting, explained where the fire exits were, asked that mobiles be switched to silent and reminded members that the meeting would be recorded by the Executive Officer. No other recordings were being made.

65/19 APOLOGIES FOR ABSENCE

Cllr Winfield.

66/19 DISCLOSURE OF INTERESTS

No interests were declared.

67/19 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 8th July 2019 were approved.
Proposed by Cllr Trotter and seconded by Cllr Hall, all in favour.

68/19 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

69/19 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public questions – items not on the agenda

None

Public questions – items on the agenda

A member of the public stated that the lease renewal was causing distress to members of the Peak Centre Management Committee. He also asked whether the council could confirm that a regular grant will be provided to support the centre. In response, it was felt that an undertaking could not be provided that tied future councils, but the council will work to support the Peak Centre.

Cllr Mitchell stated that as the council's representative for the Peak Centre, she felt that a trust lawyer should be appointed and that the trust deed, lease and insurance, should all be considered and updated at the same time. Cllr Jerrard pointed out that the updating of a trust document can take some time and therefore wondered whether the lease should be approved in advance of the trust document update.

Meeting Reconvened

70/19 GRANT APPLICATIONS 2020/21

Cllr Garnett stated that the council has an annual budget of £21,000 each year which is always oversubscribed and applications are scaled down or refused. Councillors considered the existing grant award criteria and application form and suggested some modifications. It was felt that organisations that have members should state the number of members they have. All applicants should provide two years accounts rather than the current one year. There should also be an opportunity to pay successful grants by electronic payment and details should be requested on the form.

It was noted that the availability of grants was advertised on the council website and in the community magazine. The Liphook Herald also advertised this each year.

71/19 SAVINGS ACCOUNT

The Executive Officer explained that it had not yet been possible to transfer £300,000 to a 32-day account. Having been setup as administrator, the bank has refused to

discuss the transfer as it can only be authorised by account signatories. He had been advised it should be possible to process the transfer online, however, this had not been the case. The Executive Office will arrange for an authorised signatory to contact the bank to progress the transfer. If this fails, a letter will be sent instructing the bank and signed by two authorised signatories.

72/19 BUDGET MONITORING 2019/20

The Executive Officer ran through the report. There were no issues to report and budgets were in line with expectations. A further report will be presented to full council later in the year.

73/19 COUNCIL EARMARKED RESERVES

Councillors considered a report showing reserves. At the start of the financial year the council held earmarked reserves of £242,182 which includes £15,934 CIL funding. Commitments to date total £38,138 leaving a balance of £204,044 for new projects. The balance statement will be updated and presented to future meetings of the committee. The statement was noted.

74/19 REPLACEMENT LITTER BINS

At the last meeting of the Recreation Committee, it was resolved to replace 21 bins at a cost of £6,155. The committee had been asked for this to be funded from Earmarked Reserves. There were 15 standard bins, 5 double bins and 1 double recycling bin. The price includes fixing kits and is a discounted price due to the size of the order. The black and gold bins will have "Bramshott and Liphook Council" in gold, front and back.

Councillors considered the costs and need to replace all bins. It was confirmed that the cost was for supply only and the installation will need to be done by the ground staff.

It was resolved to fund the cost of the bins over two years, 15 in 2019/20 and the balance in the following year at a cost of £6,155.

Proposed Cllr Hall, Seconded Cllr Trotter, all in favour.

75/19 PEAK CENTRE LEASE AND TRUST DEED

Cllr Trotter left the building for this item due to non-pecuniary interest.

Cllr Garnett stated that there was a need to review all the documents to ensure there was no financial liability on the trust members, at a time when there is no longer a peppercorn rent. With the change in trustees not reflecting the trust document there was uncertainty over the status of the current insurance cover. It was confirmed by the Peak Centre Chairman that the existing insurance policy did not cover the rent or indemnity.

The council had sent the Peak Centre Trust a list of questions that needed to be agreed. The trust had met the previous week and responded to the council's questions. It was felt by the trust that a five rather than 7-year break clause was the better option. It was reported that the grant application to EHDC for £30,000 over 3 years had been unsuccessful. However, several grant applications had been made and several more were planned. The trustees were happy for the Parish Council to pursue a new trust document. It was reported that the Peak Centre Trust Insurance would not cover any default in payment and additional insurance to cover this would be prohibitively expensive. The trustees agreed the council proposal that the £35,000 held in the COIF account could be held for the sole use of paying the rent under the direction of the Parish Council.

Cllr Kirby raised concerns about whether the Parish Council were exceeding their status as custodian trustees and felt the council's role was simply to hold documentation. Cllr Garnett stated that any questions she had could be put to the trust lawyer. She was also concerned about the higher cost of using a specialist lawyer. Cllr Garnett and Cllr Hall felt that a trust lawyer should be used.

The proposal put forward was to agree to meet the cost of employing a trust lawyer. Although two had been contacted for an estimate, no estimate of cost had yet been provided. The Executive Officer stated that letters had gone out and one had responded wanting more information before quoting and he had not yet spoken to the them.

Proposed Cllr Hall, Seconded Cllr Garnett, all in favour. Cllr Kirby supported the resolution but with some reservations.

Cllr Trotter re-joined the meeting.

76/19 WM RECREATION GROUND BUILDINGS

It was noted that in March 2019, the committee had agreed a sum of £3,650 for architect's fees. Phases 1 to 3 had been completed and £2,500 paid. Following a meeting of the trust, revised instructions had been given for phase 4 and this resulted in a new cost of £2,250 for phase 4. As £1,150 had already been approved an additional sum of £1,100 was required.

It was proposed that an additional sum of £1,100 be approved to fund the appointment of Jaunty Angles to prepare stage 4.

Proposed Cllr Hall, Seconded Cllr Kirby, all in favour

77/19 HASKELL CENTRE REDECORATION

The Executive Officer stated that the Haskell Centre had not been redecorated since it opened and needed some work. The lights required replacement, ceilings plastered following the water leak and new light fittings, and the office needed repainting.

It was proposed that a sum of £6,000 be provided for this work.

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

78/19 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 Hall, Seconded Cllr Kirby, all in favour.