



# 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 11<sup>th</sup> JANUARY 2021**

**A REMOTE MEETING OF BRAMSHOTT & LIPHOOK PARISH  
COUNCIL FINANCE AND POLICY COMMITTEE TOOK PLACE AT  
7.30 PM ON MONDAY 9<sup>th</sup> NOVEMBER 2020.**

### MINUTES

**PRESENT:**

Cllr Garnett - Chair  
Cllr Hall  
Cllr Kirby  
Cllr Trotter  
Cllr Winfield  
Mr P Stanley – Executive Officer

Cllr Jerrard (part), Cllr D Curnow-Ford and Cllr P Curnow-Ford (part) were in attendance.

**66/20 CHAIRMAN'S ANNOUNCEMENTS**

The chair stated that the meeting was being recorded by the Executive Officer and the recording was both audio and video.

**67/20 APOLOGIES FOR ABSENCE**

None.

**68/20 DISCLOSURE OF INTERESTS**

The declaration was read out. Cllr Kirby stated that she is a trustee of the River Wey Trust which had applied for grant funding under minute 76/20.

**69/20 MINUTES OF PREVIOUS MEETING**

The Executive Officer stated that the approval of the exempt session minutes was not on the minutes circulated with the agenda. The following additional wording was agreed.

“62/20 Minutes of Exempt Session

The minutes of the exempt session of the meeting held on 13<sup>th</sup> July 2020 were approved.

Proposed Cllr Hall, Seconded Cllr Trotter. All in favour”

Subject to this amendment the minutes were approved.

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

**70/20 MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**71/20 PUBLIC PARTICIPATION SESSION**

**Meeting adjourned**

**Public questions – items not on the agenda**

None

**Public questions – items on the agenda**

None.

**Meeting Reconvened**

**72/20 BUDGET MONITORING**

The Executive Officer explained that all the budget lines are within target with the exception of income for the hire of the hall at the LMC. This had been discussed at the last council meeting and a provision of £50,000 had been made for the loss of income due to coronavirus measures.

A schedule of councillors responsible for bank reconciliation was attached to the agenda and noted.

The financial position was noted.

### **73/20 BUDGET 2021/22**

The draft budget for 2021/22 had been updated following review by committees. The budget for grounds maintenance at the recreation ground had been increased to £4,000. It was felt that the football club be asked to contribute to the maintenance of the football pitches and a meeting be arranged to facilitate this. The budgeted income for hire of the LMC had been reduced to £36,000. The current budget would require an increase in precept of £9,177, a 2.48% increase. There was consensus that the council should not increase the precept in 2021/22 in view of the difficulty faced by households due to the pandemic. The Executive Officer will review the budget lines to find savings. Should the new Haskell Centre phone system and copier be approved, this will generate some of the required savings.

The final budget and precept for recommendation to full council will need to be approved at the next meeting in early January 2021.

### **74/20 HASKELL CENTRE TELEPHONE SYSTEM**

The Executive Officer presented his report on the need to replace the existing telephone system. The existing telephone system is now obsolete and not serviceable. A proposal had been put forward for a modern BT cloud system that uses broadband. There was an initial cost of handsets and setup and a quarterly charge. The initial charge would be recouped within six months and ongoing costs will be almost half the existing cost.

It was proposed that a new 5-year contract with BT for a cloud-based telephone system and associated broadband package be approved with an initial cost of £740.95 and ongoing cost of £365.10 per quarter.

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

### **75/20 HASKELL CENTRE PHOTOCOPIER**

The report prepared by the Executive Officer was considered. The existing photocopier is on a five-year lease that will expire in December. A suitable replacement machine had been suggested which is a similar specification to the existing copier. The current suppliers have been very reliable and respond to problems quickly. The new lease can be over three or five years the latter being less expensive. Although the amount of copying had reduced due to the move to electronic agendas, it was felt that the council should retain its capacity to produce a higher volume of documents. The new lease would generate savings estimated at £32 per quarter.

It was proposed that the council enter a new five-year agreement with UK Office Systems to lease a new Toshiba e-studio 2515AC at a cost of £169.07 per quarter plus VAT at the standard rate.

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

### **76/20 GRANT APPLICATION**

There was considerable debate about the application from the River Wey Trust for in-kind support amounting to 4 days of grounds team time and £220 to hire a Ventrac machine. The project is to clear Allee's Meadow to enable better access on the land

and towards the river. It was pointed out that this grant application was being considered out of line with the normal grant requests. The reason given for this was a need to get the work done at this time of year. It was also pointed out that the RWT had considerable resources and had indicated in minutes that it would not be seeking grant in the current financial year. In response to this, Cllr Kirby stated that the River Wey Trust meeting had also discussed the Radford Park Plan and had asked Cllr Kirby to liaise with the Parish Council concerning this. As a result, a site meeting had been held with the RWT, Cllr Kirby, the Grounds Manager and the Executive Officer. Following this meeting, the Executive Officer had recommended that the RWT complete a grant application form for the current year for consideration by the Finance & Policy Committee.

Following a long debate, it was proposed that the grant request from the RWT for in-kind support of 4 days of grounds team time and £220 for the hire of equipment be approved.

Proposed Cllr Winfield, Seconded Cllr Kirby, approved by a majority vote.

#### **77/20 LMC GUTTERING**

Cllr Winfield stated that the LMC committee had considered the replacement of the guttering at the LMC which was in a poor state with leaking and damage regularly reported. However, a quote had also been received for the repair of guttering which would be more cost effective and had a 10-year lifespan. An indicative figure of £4,000 was requested from Earmarked Balances to fund this work.

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

#### **78/20 ASSET REGISTER**

The Executive Officer stated that the asset register was an important document and used to manage assets as well as for our Annual Financial Return. The current document is actually an inventory of all the council's assets including very small items such as glasses and water jugs. Up until the financial year 2017/18 the asset figures were prepared by DCK Beavers based on our inventory updated each year for changes. Since then we have used the historic figures produced by DCK Beavers and adjusted for known changes.

The existing list needs to be updated and validated since it includes items disposed of many years ago and also equipment not in the ownership of the council such as a leased photocopier. Our Internal Auditor has stated that Councillors need to verify items on the list and also that the assets of the council and those of the Recreation Ground Trust be separated.

Work has been carried-out to simplify the layout of the register and also to split it into committee responsibilities. There is also a need to consider a de-minimis level so that the key assets of the council are monitored rather than just looking at a list of all assets.

It was agreed that the relevant list should be distributed to the chairs of committees and that they work with nominated officer to validate and update the asset register. This exercise should be completed so that the updated lists can be considered at the January meeting of Finance & Policy Committee. That meeting will make

recommendations to full council concerning the asset register and any de-minimis level to be applied.

#### **79/20 TERMS OF REFERENCE**

The Executive Officer had attached to the agenda, an extract from the Standing Orders showing the terms of reference for the Finance & Policy Committee. In response to a question, he explained that the Information Services is carried out on behalf of EHDC for which the council is paid. The document was felt to be a helpful list of what the committee is meant to do and is a reminder of the responsibilities of the committee. It was also felt that Finance & Policy Committee provides additional scrutiny of financial matters before they go the council for approval. It also has a support role to other committees.

It was noted that generally only two members of the committee do all the financial authorisation. At present Cllr Garnett, Cllr Jourdan, Cllr Trotter and Cllr Kirby are authorised signatories. It was agreed that all signatories should be used in the future.

At this point it was agreed by the Executive Officer that the meeting could continue for a further 15 minutes.

#### **80/20 PROJECTS AND FUTURE PLANNING**

Possible future projects were considered.

The project to update the building at the Recreation Ground had been reviewed as the cost of the original scheme exceeded the funding available. Therefore, the work party had agreed a reduced schedule of work and that now needs drawings and to be costed. The last council meeting had agreed an indicative budget of £60,000 for this project.

Cllr Hall stated that the LMC were looking to improve Wi-Fi and possibly hire out rooms for office use. Cllr Winfield advised that the toilets at the LMC were also in need of an update.

#### **81/20 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 Garnett, Seconded Cllr Kirby, all in favour.