



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr Peter Stanley
PARISH CLERK

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 8th JANUARY 2014**

**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 6th NOVEMBER 2013**

MINUTES

PRESENT:

Cllr Jordan (Chairman)

Cllr Maroney

Cllr M Croucher

Cllr P Robinson

Mr P J Stanley - Clerk

Also in attendance: Cllr J Poole.

Three members of the public were in attendance.

86/13 CHAIRMAN'S ANNOUNCEMENTS

The chairman reminded those present of the safety arrangements. He also advised Councillors that after a long period of sickness absence, the Deputy Clerk had resigned from her post. Thanks were expressed to her for her contribution to the council whilst being Deputy Clerk.

87/13 APOLOGIES FOR ABSENCE

Cllr Hoskins, Cllr Jerrard

88/13 DISCLOSURE OF INTERESTS

No interests were declared.

89/13 MINUTES OF PREVIOUS MEETINGS

Minutes of the meeting held on 4th September 2013 were unanimously approved.

90/13 MATTERS ARISING FROM THE MINUTES

There were no matters arising

91/13 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public Questions not on the Agenda

None

Questions relating to business on the Agenda

Mr Young asked whether the Senior Citizens Lunch Club grant application would be treated as a cash grant or an “in kind” free use arrangement. Cllr Jordan advised that this will be considered when the grant applications were considered as a whole.

Meeting Reconvened

92/13 RISK MANAGEMENT

Cllr Maroney has been coordinating the Risk Assessment and circulated a register of the areas of work already distributed and new areas to be completed. Documents had been distributed to Chairman of Committees to complete and the new areas of risk to be completed were distributed. Some areas had been completed such as fire safety. There were still a lot of areas still to be completed and those present agreed to complete the areas under their responsibility as quickly as possible. Cash, Fraud and Theft of Property will be undertaken by Cllr Maroney, Cllr Jordan and the Clerk. Some concern was raised about the time needed to monitor and update the risk management schedules. Cllr Maroney felt that once completed the time required would not be onerous.

Councillors considered the fire safety schedule that was completed by Cllr Maroney. The Clerk was responsible with help from Councillors for completing the activities which need to be in place by 1st December 2013. The actions under each section were discussed and agreed. A local contractor will be used to rectify the structural issues. The PAT testing is being arranged by the Clerk. Policy updates and staff training is also being arranged through the Clerk.

93/13 GRANT APPLICATIONS FOR 2014/15

Cllr Jordan reminded Councillors that the Council sets a precept and distributes part of this to the community by way of grant support. Grant applications can be made by any organisation and there is no core client list. A number of applications have been received and at the last meeting of the Parish Council, the deadline for applications was extended to allow organisations more time to complete the forms. The cut-off date will be the end of November 2013. It was planned to agree the successful applications at the February 2014 meeting with grant being paid early in the new financial year when the precept had been received.

The Council needed to agree a budget figure for grants. Following a discussion of possible figures, it was agreed that the budget for grants in 2014/15 will be £17,000 which represents about 7.5% of the current year precept.

94/13 BUDGET MONITORING 2013/14

The second quarter budget monitoring statement as prepared by the Clerk in his capacity as Responsible Finance Officer was considered by Councillors. All Councillors had been provided with this statement and any queries should be addressed to the clerk. The projected outturn was a balanced budget at year end. The salaries were based on a calculated figure. Other budget lines such as equipment were not regular payments so harder to project. One key figure was the income for lettings at the Liphook Millennium Centre. A cautious figure had been included however, it was likely the income will exceed this based on receipts to date. The budget statement was accepted.

95/13 BUDGET PLANNING 2014/15

The Council was still waiting to hear from EHDC about the timetable to submit the precept. The assumption made is that the budget and precept will need to be completed to submit by mid-January 2014. Before that each of the committees will need to agree their figures for Finance and Policy and Council to agree or modify as necessary. The LMC Management Committee was the tightest deadline and figures need to be agreed at the 14th November meeting or failing this, delegated authority given to approve the budget.

The figures presented do not include any general inflation uplift at this stage and the staffing costs have been left at current levels pending the outcome of the Organisational Review.

It was agreed that an extraordinary meeting of Finance and Policy Committee will be needed to approve the budget for recommendation to Council and that will be held on Tuesday 10th Decemeber 2013.

96/13 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 Jordan, Seconded Cllr Croucher, unanimously approved.

Chairman

Date