



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 5th MARCH 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 22nd JANUARY 2014.**

MINUTES

PRESENT:

Cllr Jordan (Chairman)

Cllr Maroney

Cllr Croucher

Cllr Ives

Mr P J Stanley - Clerk

One members of the public and the press were in attendance

01/14 CHAIRMAN'S ANNOUNCEMENTS

The chairman reminded those present of the safety arrangements

02/14 APOLOGIES FOR ABSENCE

Cllr D Hoskins, Cllr P Robinson, Cllr D Jerrard

03/14 DISCLOSURE OF INTERESTS

No interests were declared.

04/14 MINUTES OF PREVIOUS MEETINGS

Minutes of the meetings held on 6th November 2013 and 10th December 2013 were unanimously approved.

05/14 MATTERS ARISING FROM THE MINUTES

Meeting 6th November 2013 – None

Meeting 10th December 2013

Minute 103/13 – Cllr Maroney stated that some of the reductions to the LMC Budget agreed at this meeting had now been reinstated.

06/14 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public Questions items not on the Agenda

None

Questions Relating to Business on the Agenda

None

07/14 FINANCIAL RISK ASSESSMENT

The financial risk assessment document was considered and unanimously approved. Arrangements were currently in hand to review the Councils financial risks which will be completed within the next six months.

08/14 INTERIM INTERNAL AUDIT VISIT

The Clerk gave a verbal update following a visit by the External Auditor. The Auditor was pleased with the progress made by the council following the last report. She had not produced an interim report but raised a number of points for the council to consider. It was noted that the audit had concentrated on a review of the minute books and a follow-up meeting in March 2014 will focus on systems and procedures at the LMC.

The policies on Risk Assessment, Standing Orders & Financial Regulations and Charitable Status of the WM Recreation Ground were on the agenda for separate consideration.

- Some of the minutes of the LMC were still to be signed when Cllr Hoskins returns.
- Changes to pay, hours and pension should be minuted for each employee to ensure accurate budgeting.
- Reserves should be placed in fixed term deposits to increase interest received. The Clerk to investigate.
- The use of confidential minutes should be minimised and not used when expenditure is being authorised. It was agreed to use the method suggested by the auditor using “Company A” etc. as a substitute for the company name as a means of maintaining confidentiality. Councillors felt some knowledge of the contactors involved should be made available which the clerk will provide.

Thanks were expressed to the Clerk for his work in developing and implementing the action plan following the last audit report.

09/14 CHARITABLE STATUS OF THE WM RECREATION GROUND

It was noted that the WM recreation Ground is a registered charity. Following advice from the Internal Auditor, the Council has provided a nil return on charitable finance as the expenditure is contained within the Parishes' own accounts. A nil return does not impact on the continued charitable status of the Recreation Ground. A separate bank account and financial arrangements would be necessary if the finances went through the charity. This may be necessary should the Council wish to seek grant aid or if a charitable donation was received. The current situation was agreed but may be reviewed at a later date.

10/14 STANDING ORDERS & FINANCIAL REGULATIONS

It was reported that the Councils Standing Orders & Financial Regulations should be reviewed at least once per year and adopted. It was noted that some items in the currently document were in need of updating in the future and a working Party had already been established to undertake this work. The Standing Orders and Financial Regulations were unanimously adopted.

11/14 BUDGET MONITORING

The Chairman introduced the budget monitoring report covering the third quarter to the end of December 2013. The document provided assurance to the Council that current spending will be in line with the available funding. The report showed that the Council was on Course to end the year with a small underspend which will be transferred to general reserves. Risks to the budget include a possible withdrawal of funding by EHDC for the provision of toilets and the level of income generated by the letting of the Liphook Millennium Centre. The report was unanimously approved.

The issue of ownership of the Copse trees bordering the pond and old Midhurst Road was raised. This will be investigated since remedial work on some of the trees will need to be undertaken.

12/14 BUDGET & PRECEPT 2014/15

Since October 2013 Committees of the Council have met several times to consider their budget requirements for 2014/15. The figures in the committee papers are those agreed by committees or discussed at the Parish Council. The only changes have been some additional resources for marketing & promotion at the LMC and some additional contingency for maintenance costs following recently identifies problems. Any unspent contingency will be returned to the council reserves. It was proposed that the budget and precept be recommended to full council on 27th January 2014 for approval.

Proposed Cllr Jordan, Seconded Cllr Croucher, unanimously approved.

Meeting closed at 8.12 pm.

Chairman

Date