



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 3rd SEPTEMBER 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 16th JULY 2014.**

MINUTES

PRESENT:

Cllr Jordan (Chairman)
Cllr Croucher
Cllr J Kirby
Cllr Maroney
Cllr Robinson
Mr P Stanley – Executive Officer

Also in attendance: Cllr Jerrard. There were no members of the public or press present

36/14 CHAIRMAN'S ANNOUNCEMENTS

The chairman reminded those present of the safety arrangements. It was also noted that the Vice Chairman had not been appointed and that Cllr Maroney was prepared to continue in this role.

Proposed Cllr Jordan, Seconded Cllr Croucher, unanimously approved that Cllr Maroney be Vice Chairman of the committee.

37/14 APOLOGIES FOR ABSENCE

Cllr Ives

38/14 DISCLOSURE OF INTERESTS

No interests were declared.

39/14 MINUTES OF PREVIOUS MEETINGS

Minutes of the meeting held on 14th May 2014 was unanimously approved.

40/14 MATTERS ARISING FROM THE MINUTES

None.

41/14 PUBLIC PARTICIPATION SESSION

No members of the public were in attendance

42/14 EMPLOYER DISCRETIONS & POLICIES REGARDING PENSIONS

It was agreed that a working party be established to look at the policy of the council on pensions for staff and also the policies required under the local government pension scheme. The working party to be Cllr Jordan, Cllr Maroney and the Executive Officer.

43/14 COUNCIL RESERVES

It was noted the council's general reserves were £61,690, which was just under 25% of the annual precept and lower than that recommended. There were also earmarked reserves totalling £120,272. This included funding for the Millennium Centre and other council buildings. The funding could be used for equipment and repairs and was a capital contingency. Day to day spending was provided within the council's annual budget for each spending committee.

Having considered the earmarked reserve headings, it was felt that the community chest grants sum of £1,430 should be transferred to the LMC maintenance fund by way of a motion at the next meeting.

44/14 BUDGET 2015/16

The chairman stated that it was time to start to consider the budget preparation for 2015/16. As the budget was to be agreed by mid January 2015, the committee cycle required spending committees to have their budgets available by the end of October 2015. The chairmen of the committees were asked to ensure their agendas allowed for this timetable to be met. The issue of whether the planning committee should have its own budget was raised and this will be further considered.

It was also agreed that the council should move towards having three year budgets, one year fixed and two years with provisional figures. This would allow the council to consider its strategy and build this into the longer term budget including any repairs or planned equipment and vehicle replacement.

For spending committees the process is clear. Other budgetary requirements will be accommodated in the F&GP Budget at councillor request.

The Finance Officer will be able to produce the initial budget figures for the spending committees based on a roll-forward position.

45/14 INSURANCE

Councillors noted that the insurance for the council had been reviewed and renewed on 24th June 2014. The premium had increased slightly due to new cover including the new play equipment. However, this was the third year of a fixed rate deal so

despite a number of claims, the increase in cost had been low. Insurance will need to be carefully monitored and reviewed prior to the 2015 renewal.

It was agreed that there would be a regular item on future Finance & Policy Committee agendas to consider progress with insurance claims.

46/14 STAFF APPOINTMENTS

The Executive Officer reported that Scott Gavin had been appointed as Property & Grounds Manager and had commenced working with the council on 2nd July 2014. Nikki Rowson had been appointed as the Finance Officer and commenced working for the council on 16th July 2014. Mr Gavin was a full time appointment and Mrs Rowson was part-time working 9.30 to 2.30 on Wednesday, Thursday and Friday each week.

Thanks were expressed to all councillors that had served on the recruitment panels.

47/14 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