



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 12th JULY 2017**

**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 10th MAY 2017.**

MINUTES

PRESENT:

Cllr Croucher
Cllr Garnett
Cllr Ives
Cllr Kirby

Cllr Poole and one member of the press was present.

29/17 CHAIRMAN'S ANNOUNCEMENTS

The chairman welcomed those present to the meeting, explained where the fire exits were and asked that mobiles be switched to silent.

30/17 APOLOGIES FOR ABSENCE

Cllr Jerrard, Cllr Easton.

31/17 DISCLOSURE OF INTERESTS

No interests were declared.

32/17 MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 15th March 2017.
Propose Cllr Croucher, Seconded Cllr Ives, minutes approved
One abstention as not present at the meeting.

33/17 MATTERS ARISING FROM THE MINUTES

Minute 22/17 – Correspondence with Mr Amey – It was confirmed that letters sent conform to the guidelines of the Information Commissioner’s Office.

34/17 PUBLIC PARTICIPATION SESSION

No members of the public were present.

35/17 GRANT REQUESTS FOR 2017/18

The council has a budget of £21,000 for grants of which £19,758 has been allocated and £1,262 is available to allocate.

A grant request was considered from Age concern for £750 towards the cost of a directory of services and activities within the parish. Councillor noted the large balances currently held by Age concern relative to the annual expenditure. It was agreed that the grant application be refused.

An application had been received from The Mad Company for £1,000 of free use of the Millennium Centre. It was noted that the organisation had recently started using the Liphook Millennium Centre for Performances. The venue cost was higher than their previous venue, although facilities were better at the LMC. It was proposed that free use of £1,000 be granted to The Mad Company.

Proposed Cllr Croucher, Seconded Cllr Garnett, all in favour.

36/17 NEIGHBOURHOOD DEVELOPMENT PLAN BUDGET MONITORING

The budget monitoring statement showed expenditure to the end of March totalling £5,374.47. This included travelling expenses for J Slater Planning. Cllr Garnett stated that EHDC had agreed to pay the travel costs for all consultants including all future travel for Feria Urbanism. The Executive Officer stated that EHDC had declined to pay the travel costs and so that had to be paid from this budget. It was agreed that the Executive Officer will make contact with EHDC to ensure that honour the commitment made. Reference to this should be in the October Minutes of the NDP Meeting.

Cllr Garnet queried why the computer was being charged in full to the NDP Budget. The Executive Officer stated that it will remain an asset to the council post NDP, however as it is not currently needed by the council other than for the NDP, it had to be charged to that budget.

37/17 CONTRIBUTIONS BY THE PARISH COUNCIL TO COMMUNITY FUNDED PROJECTS

Cllr Garnett briefed the committee on Hampshire County Councils Community Funded Initiative. She raised the possibility of the council potentially funding an additional passing place at Woolmer Lane which was suffering additional traffic due to developments that use the road and the difficulty in reversing when confronted with oncoming vehicles. Cllr Garnett disclosed that she lived on this road.

Councillors felt that the council should develop a scheme and budget prior to making any commitment to future funding of Community Funded Projects. The paperwork produced by Hampshire County Council will be circulated to all members of F&P Committee. The scheme only covers highways projects and these are undertaken by the Highways Authority but come with management charges. There is a non refundable formal application charge of £100, a detailed design and implementation deposit of £250 and a sliding scale of professional fees depending on project costs.

It was agreed that the council's involvement in community funded project should be considered at the next meeting of F&P Committee which will allow time to find out more information about the scheme.

38/17 AUDIT REPORT

The Executive Officer explained that the internal auditor visits the council on three occasions each year. The final visit will be later in May to do the final audit and certify the Annual Return. The other visits are used to look at the council's controls and its financial activity to identify matters requiring attention and recommended actions. The council usually does an action plan to show how the matters raised will be addressed by the council. The second interim report went to full council and was referred to the F&P Committee to formulate an action plan. The Executive Officer has drafted a plan which was discussed with Councillors. The agreed action plan is attached to the minutes as attachment 1.

It was felt that more clarification was needed about the councillors as trustees. Cllr Ives agreed to contact the Charity Commission to seek clarification of councillor's individual roles. She will also try to obtain a copy of the trust deed covering the Little Rec.

Councillor training was felt to be an important matter. There is a budget available for training. The council needed to develop a policy on how Councillors are trained both when newly elected and as they go on to chair committees. A working party was established to develop such a policy for approval at a future F&P Committee. The working party will involve the Chairman of the Council, The Chairman of Finance & policy Committee and an officer.

The action plan was approved. Proposed Cllr Croucher, Seconded Cllr Kirby, all in favour

39/17 BUDGET 2018/19

Councillors noted and approved the timetable setting the budget and precept for 2018/19. This allows committee three opportunities to consider and refine their budget proposals.

40/17 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 Croucher, Seconded Cllr Ives, unanimously approved.