



# 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 14<sup>th</sup> NOVEMBER 2018**

**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 12<sup>TH</sup> SEPTEMBER 2018.**

### MINUTES

**PRESENT:**

Cllr Croucher  
Cllr Garnett  
Cllr Kirby  
Cllr Trotter

Two members of the public and the press were in attendance.

**10/18 CHAIRMAN'S ANNOUNCEMENTS**

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

**11/18 APOLOGIES FOR ABSENCE**

Cllr Jourdan and Cllr Taplin.

**12/18 DISCLOSURE OF INTERESTS**

No interests were declared.

**13/18 MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 17<sup>th</sup> July 2018 were approved, after the following amendment:

Cllr Trotter had asked it to be minuted that he had requested that any discussions regarding the return of the Executive Officer must be done in accordance with Arnold Baker and be referred to full Council for a decision.

This amendment was agreed by three members for and one against.

Proposed by Cllr Trotter and seconded by Cllr Kirby. The other members had not been present at the meeting.

#### **14/18 MATTERS ARISING FROM THE MINUTES**

14/18.1: **Recreation Ground:** Cllr Trotter advised that the verti-drain work had been not yet been carried out, as the ground was too hard to carry out the work.

05/18.2: **Soak Away:** Referred to the Recreation committee once quotations are obtained for this work, who will make a recommendation to full Council.

#### **15/18 PUBLIC PARTICIPATION SESSION**

Meeting adjourned

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

There were none

**Public questions – items on the agenda**

There were none.

Meeting Reconvened

#### **16/18 SIGNATORIES AND AUTHORITIES FOR PARISH COUNCIL ACCOUNTS**

Current signatories are the Vice Chairman, Chair of Finance and Policy committee, Chair of Planning.

Members agreed to add Cllr Croucher, Chairman, to the list of signatories.

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

Members agreed to add Cllr Kirby as additional online administrator

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

#### **17/18 TRACTOR**

The current tractor is in urgent need of repair and safety modifications and is currently out of commission. The cost of repair is in the region of £1,600 but will not bring it up to full Health and Safety standards.

Cllr Trotter recommended the Kioti CK2810 28hp compact tractor, supplied by Wiltshires, at a cost of £17,262 + vat.

Members agreed to recommend to full council the purchase of a new tractor, as recommended by Cllr Trotter.

Proposed by Cllr Trotter, Seconded by Cllr Garnett, all in favour.

## **18/18 CAPITAL PROJECTS**

Members reviewed the current list of capital projects and potential costs:

1. LMC Office: a contractor has been approved, his quotation is under budget at £17,000, but other proposed work is included in the budget of £25,000.
2. LMC lighting: completed within budget. Cllr Kirby was unable to give a final figure but suggested it was under the sum of £10,000 allocated for the work.
3. Recreation ground refurbishment: the budgeted figure covers repairs and safety work to the equipment. The figure of £10,000 is based on an estimate received which included repairs to equipment and safety surfacing.
4. Radford Park Boardwalk: quotations are still being sought for alternative proposals
5. Pavilion building: the budget for removing the building had been agreed some three years previously, but it had subsequently become apparent that the costs would be in the region of £30,000. This matter is dependent on a Trustees meeting.
6. Neighbourhood Plan: £15,000 budgeted for the current year.

## **19/18 YOUTH CLUB**

The Youth Club management committee had sent most of the documents requested by the Finance and Policy committee, in order that a decision could be made concerning the remainder of their grant for the current financial year. To date, they have been allocated £500 out of a budgeted grant of £1650.

Members noted that they are still awaiting DBS checks for some volunteers but acknowledged that these take time to obtain.

Members agreed the remainder of the Youth Club grant for the current financial year, but asked that the youth club send in DBS checks with other documentation when applying for a grant in 2019.

Proposed by Cllr Garnett, Seconded by Cllr Kirby, all in favour

## **20/18 PAVILION BUILDINGS**

**20/18.1: Health and Safety report:** Members noted that, although the Tractor shed is in a poor state of repair, it does not represent a Health and Safety issue.

**20/18.2 Building Survey:** Members agreed that costings should be sought for repair or demolition and this matter is referred to the Recreation Committee, to make a recommendation to the Trust.

Members requested an agenda item for the next Recreation Committee to consider selling the building on Radford Park.

**21/18 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”.

1. Staffing issues

Cllr Garnett proposed that the two members of the public, both parish councillors, should be invited to remain, as they would be observing a parish council matter. Seconded by Cllr Trotter. Three members in favour, one against.

The meeting closed at 8.58pm

Chairman

Date