



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr P STANLEY
EXECUTIVE OFFICER

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 28th MAY 2019**

**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
MONDAY 18th MARCH 2019.**

MINUTES

PRESENT:

Cllr Croucher
Cllr Garnett
Cllr Kirby
Cllr Trotter (part)

Cllr Hall and the press were in attendance.

17/19 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.

18/19 APOLOGIES FOR ABSENCE

None.

19/19 DISCLOSURE OF INTERESTS

No interests were declared.

20/19 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 7th January 2019 were approved.

Proposed by Cllr Croucher and seconded by Cllr Kirby.

21/19 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

22/19 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public questions – items not on the agenda

None

Public questions – items on the agenda

Cllr Hall had a question concerning the playpark work and it was agreed this would be taken when the item was discussed.

Meeting Reconvened

23/19 BANKING ARRANGEMENTS

The Executive Officer stated that electronic payments had now commenced for a few invoices and will gradually be rolled-out to all payments. Internal controls had previously been approved and councillors involved confirmed they were happy with the new arrangements.

24/19 TRAINING POLICY

The draft training policy was considered. It was noted that the Executive Officer will consider all staff training and report back to the Finance & Policy Committee which had responsibility for training. The training policy was agreed.

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

25/19 INTERNAL AUDIT REPORT

The internal audit report and action plan prepared by the Executive Officer as Responsible Finance Officer were considered.

There was still uncertainty over the status of councillors as trustees and it was felt that further advice should be obtained to clarify the position once and for all.

The Executive Officer confirmed that work was continuing to start online ticketing at the Millennium Centre. Councillors expressed a wish for this to be progress as soon as possible.

There was a discussion about the amount of detail that should be contained in minutes. Although the legal minimum requirement was for the decision to be minuted, it was often useful to have a bit more background. The content of the minutes was for

the clerk of the meeting to determine and the Executive officer will monitor the minutes to ensure there is a good balance of decisions supported by some additional background.

It was agreed that a non-linked bank account should hold most of the council funds and authorised the Executive Officer to arrange this. The linked account should hold appropriate funds for operational needs.

Email & Website costs had been identified as being significantly higher than other councils. The council uses Microsoft Exchange which has good security compared to lower cost emails but may have extra functionality that is not required. A discount had been secured when this item has been raised in the past. It was felt that the contract should be market tested when renewal is due.

The Executive Officer had now updated the Fixed Asset Register and will be reviewing it further during the year as it currently contains many low-cost items that should be removed.

The Internal auditor report and management action plan was noted.

26/19 REPLACEMENT OF THE PLAYPARK SURFACES

Detailed quotations had been received from three companies. Consideration was given to the technical specifications and different recommended solutions. The options were to use wetpour which is a more robust and longer-term solution or bonded mulch which would require more maintenance and could be problematic in wetter conditions.

It was noted that the Climbing Frame in the older children's area was not well used and had been described by one of the tenderers as being out of date and in need of repair. It was also the most expensive area for a replacement surface. In view of this, it was agreed that the climbing frame be removed and the area reinstated. The Executive Officer will obtain a quote for the work and this will be considered at the next Recreation Committee meeting.

Councillors discussed the cost of the work and whether safety surfaces were better at preventing injuries compared to well-maintained grass. It was felt that an investment was needed for the long-term solution to a problem that has been identified in many inspection reports.

It was agreed that the wetpour solution from contractor 2 best met the needs of the council. The contract was awarded to Sawscapes Play at a cost of £52,146 plus VAT at the standard rate. This included a reduction for the removal of the climbing frame. The budget for this project was also approved.

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

27/19 REPAIR TO THE PLAYPARKS

Quotations were considered for the repair of play equipment identified in inspection reports. They covered the younger children's area, the older children area and the skatepark. It was agreed that the work on the skatepark needed further investigation and clarification and this was deferred for the Recreation Committee to consider.

It was felt that all the recommended work was needed and that the best quotation was provided by contractor 2. The contract was awarded to Sawscapes Play at a cost of £2,745 plus VAT at the standard rate.

As the same company had been awarded the contract for repairs and new play surfaces, they should be able to co-ordinate the work to minimise disruption.

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

28/19 FINANCIAL RISK ASSESSMENT

Councillors considered the Financial Risk Assessment prepared by the Executive Officer as RFO to the council. Councillors suggested that the risks associated with leases should be included and the Executive Officer agreed to include reference to this in the document. The financial risk assessment document was approved.

29/19 BUILDINGS AT THE WM RECREATION GROUND

Following a site visit to the buildings at the WM Recreation Ground, the architects had provided an estimate to do detailed measurements of the site, undertake three feasibility studies on options for the buildings and then to obtain planning permission. It was agreed that the quotation be approved and the Executive Officer instruct the Architects, Jaunty Angles to proceed at a cost of £3,650 plus VAT at the standard rate.

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

30/19 SCOUTS & GUIDES RENT REVIEW

Cllr Garnett explained that a meeting had been held with the Scouts and Guides at which they believe the terms of the current lease are not being met by the council. Details of expenditure and accounts were not being provided at year-end. In addition, the rent review due in 2017 had not been carried-out. The Scouts & Guides will be providing a list of items requiring attention. The Executive Officer will identify expenditure on the Scouts & Guides building. It was further agreed that the Executive Officer would provide a set of accounts at the end of the financial year and that the contributions to the sinking fund and service charge be brought up to date.

It was agreed that an independent surveyor be appointed to identify an open market rent. The rent figure obtained could be used as the basis of the 2017 rent review or as the basis for a new lease if the scouts and guides decide to surrender the remaining term of the existing lease and negotiate a new lease.

31/19 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 Garnett, Seconded Cllr Croucher, all in favour.