



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 8th JULY 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
WEDNESDAY 19th JUNE 2019.**

MINUTES

PRESENT:

Cllr Garnett
Cllr Kirby
Cllr Trotter
Cllr Winfield (Part)

Cllr Jerrard, Cllr P Curnow-Ford and the press were in attendance.

34/19 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.

35/19 APOLOGIES FOR ABSENCE

Cllr Hall.

36/19 DISCLOSURE OF INTERESTS

No interests were declared.

37/19 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 18th March 2019 were approved.

Proposed by Cllr Trotter and seconded by Cllr Kirby, all in favour.

38/19 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

39/19 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public questions – items not on the agenda

None

Public questions – items on the agenda

None.

Meeting Reconvened

40/19 FINAL INTERNAL AUDIT

The final internal audit and management action plan were considered. It was noted that the list of items raised was shorter than in previous audits and the auditor had noted significant improvements during the recent months. The Executive Officer agreed to bring proposals to the next meeting on the opening of a new non-linked account to hold funds not needed for immediate use. It was also agreed that the council will consider alternative email provision when the contract comes up for renewal as recommended by the internal auditor. The report will be considered for approval at the next council meeting and was noted.

41/19 CAPITAL PROJECT – ACCESS SYSTEM FOR THE LMC

The committee considered a quotation for a new access system for the LMC. Access is used to enter the LMC when no staff are present. The existing system is old and has limited functionality to change codes. The new system provides an ability to use multiple codes and access the setup remotely.

It was agreed that the quotation provided by ADP be approved at a cost of £1,802.68 plus VAT at the standard rate. This includes an annual maintenance contract of £130 per annum that will be funded from the LMC annual budget.

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

42/19 HASKELL CENTRE ROOF

The Executive Officer explained that the committee had considered three quotations about a year ago. The contract was awarded to a property management company but the work had never been undertaken, due to the difficulty in identifying the cause of the problem. The leaking roof continues to be a problem and councillors considered a

quotation from a specialist roofing company used by the council for previous work at the LMC. Following discussion, it was agreed that the quotation provided by M.J. Coleman & Sons Ltd was approved at a cost of £2,812 plus VAT at the standard rate.

43/19 PARISH COUNCIL REPRESENTATIVE FOR THE SDNPA

The council had been asked to nominate a representative for the SNDPA. Due to the deadline, it was not possible to consider this at full council. The Executive Officer had circulated the ballot papers to all councillors and invited them to express a view that could be considered by the committee. No responses had been made so the committee considered the two candidates. Following a vote, it was agreed to vote for Doug Jones and the Executive Officer was instructed to complete the ballot paper accordingly.

44/19 BANKING ARRANGEMENT

At present there are two councillors authorised to administer the council's bank accounts. This can cause problems getting new signatories setup following elections or resignations. The proposal was for the Executive Officer, as the council's Responsible Finance Officer, to become the primary administrator. This will make it far easier to make timely changes when needed. This change will not impact on the financial control that officers can only prepare payments and councillors can only authorise payments. There was also a need to agree a fourth signatory following the council election.

Proposal to make the Executive Officer in his role of Responsible Finance Officer the primary administrator for the bank account and to agree Cllr Trotter as a signatory to authorise payments.

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

45/19 DEVELOPER CONTRIBUTIONS AND CIL

It was noted that the following sums were potentially available to the council.

S106 Funding:

Community Facilities £3,954

Environmental Improvements £15,835

Open Spaces £161,411.54

Transport £97,680

CIL Funding £15,934

Silent Garden Funding:

Transport Contribution £463,310 (to HCC)

Education Contribution £175,000 (to HCC)

Community Officer Contribution £32,000

Environmental Contribution £64,000

Open Space Contribution £155,136

With regard to the Silent Garden funds, there was some uncertainty about the advice given on when the funding should be repaid to the developer if not used. It was agreed that clarification was needed on two points. Firstly, the timeframe for spending the funding and secondly whether the funds were only for use in the parish. This matter will be considered at the next meeting of the committee on 8th July 2019.

46/19 CHANGES TO THE LOCAL GOVERNMENT PENSION SCHEME

The Executive Officer explained that these proposals are technical but essentially were about separating the Town and Parish Council sector into its own group for setting rates to recover any shortfall in the scheme funding. Any large commitments such as death in service and ill health retirements will continue to be shared across the whole fund. No figures had been provided so it was not possible to know for sure whether the changes would be beneficial or adverse to the sector. However, the scheme administrators had stated that they will not increase the total contribution paid as a result of these proposals, beyond those that were already planned.

The Executive Officer was asked to notify HCC that the proposals were noted.

47/19 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 Winfield, Seconded Cllr Kirby, all in favour.