



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 14th SEPTEMBER 2020**

**A REMOTE MEETING OF BRAMSHOTT & LIPHOOK PARISH
COUNCIL FINANCE AND POLICY COMMITTEE TOOK PLACE AT
7.30 PM ON MONDAY 13th JULY 2020.**

MINUTES

PRESENT:

Cllr Garnett - Chair
Cllr Hall
Cllr Kirby
Cllr Trotter – attended part of meeting
Cllr Winfield
Mr P Stanley – Executive Officer
Mrs D Meek – Deputy Executive Officer

Cllr D Curnow-Ford and one member of the public were in attendance.

32/20 CHAIRMAN'S ANNOUNCEMENTS

The chair stated that the meeting was being recorded by the Executive Officer and the recording was both audio and video.

33/20 APOLOGIES FOR ABSENCE

None.

34/20 DISCLOSURE OF INTERESTS

The declaration was read out. Cllr Kirby stated that she had no pecuniary interests and no interests were declared by any councillors present.

35/20 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 9th March 2020 were approved.

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

36/20 MATTERS ARISING FROM THE MINUTES

None.

37/20 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public questions – items not on the agenda

A member of the public requested that the council consider putting the agenda attachments on the website so that the public can see the items being considered. Where it is occasionally not possible to do so, those papers should be placed after the meeting has taken place.

The Executive Officer stated that he had no concerns about doing this and that papers had been placed on the website before but this had not been done recently. He will ensure that papers are placed on the website for future meetings.

Public questions – items on the agenda

None.

Meeting Reconvened

38/20 COUNCIL POLICIES – GRIEVANCE PROCEEDURE

Councillors considered a policy document that was based on the NALC model procedure but updated to reflect the council committee structure. References to “Staffing Committee” had been replaced with “Finance & Policy Committee” Cllr Garnett ran through the document to highlight where the changes had been made. Cllr Hall pointed out two errors. In Section 14 line 3, the “Staffing Committee” needs to be changed to “Finance & Policy Committee”. In Section 16, the word “policy” needs to be changed to “Policy”.

It was proposed that subject to these amendment, the policy be approved.

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

39/20 FINAL INTERNAL AUDIT AND MANAGEMENT ACTION PLAN

There were a number of documents attached to the agenda for consideration.

Year End Observations and Management Action Plan

The council need to do a regular physical verification of its assets. At present officers do periodic checks but there is a requirement for councillors to do checks. The Executive Officer will consider how best this can be achieved and prepare proposals for the next meeting

The council do not record the date that bank reconciliations are undertaken by councillors. At present they are just signed and not dated. Since April, the reconciliation has been both signed and dated to confirm that the reconciliation has been undertaken.

The Council Asset Register does not separate council assets and WM Recreation Ground Trust assets. The Executive Officer confirmed that an asset register does exist but needs updating and also includes many low value items that should be removed. He will prepare some proposals for the splitting of the asset register as required and make recommendations to the next meeting. It was agreed that a six months period for the completion of this exercise was sufficient.

Internal Audit Summary

This document shows the number of tests undertaken by the internal auditor against each line in the Annual Accounting Statement. The score in box C was lower than the rest and it was not clear why this was so. The Executive Officer advised that the covering letter stated that there was not equal weighting to each test and that all the categories were approved overall. The Executive Officer will try to obtain more feedback from the auditor about this category to assist the council.

Internal Control Objectives

The final document was signed by the Internal Auditor to show all the dates of audit visits and confirmed that all areas of the audit were met.

It was agreed that the document should be recommended for approval at the next full council meeting.

40/20 INTERNAL AUDIT SERVICES

The committee considered a proposal for the current Internal Auditors to be appointed for the current year. There was also an option to appoint for a three-year contract with a 5% discount. The past years audit costs had been 2016/17 £825, 2017/18 £950 2018/19 £995. The contract for 2020/21 would cost £770 and be based on 2 days of work which was felt by Internal Audit to be sufficient for the council.

It was agreed that the council appoint IAC Ltd to undertake the council audit for 2020/21 at a cost of £770 plus VAT at the standard rate.

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

41/20 GRANWOOD FLOORING AT THE LMC

At the last meeting of the LMC, the Granwood Flooring was discussed. The floor needs maintenance & repair and a quotation had been received for the required work.

The LMC had agreed that the work should be done but asked that the Finance & Policy Committee agree the quotation and the funding from Earmarked reserves. The cost is £2,990 so below the level required for three quotations. The contractor is local and could do the work during the period that the LMC is closed. The work will bring the flooring back up to specification.

It was proposed to appoint Floorteq Ltd to undertake repair and refurbishment to the existing Granwood floor surface in the main hall at the LMC at a cost of £2,990 plus VAT.

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

42/20 FESTIVE LIGHTS

The Executive Officer stated that a company had been contacted to explore the options for the purchase or lease of new festive lights. The existing lights have been used for many years and were becoming difficult to maintain. Due to the Covid-19 restrictions, it was no longer possible to pursue these options. However, the company had offered the council a one-year hire using warehouse stock which will be no older than 3 years in their design.

The cost in addition to the normal installation/removal cost is £1,620 plus VAT at the standard rate.

It was felt that new lights would be something new to experience but some of the community like the traditional feel of the existing lights. However, the existing lights could not last much longer and a longer-term solution is needed.

It was proposed that the council agree to hire the festive lights from Merlin Lighting at a cost of £1,620 plus VAT at the standard rate.

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

43/20 EARMARKED BALANCE

The Executive Officer presented the schedule of balances following the closure of accounts for 2019/20. The nature of the balances was explained. Some were held for specific purposes such as for future elections. Others were for identified projects which could be changed as council decisions are taken. There was also CIL funding for which the council will need to agree suitable projects. A query was raised about receipts for Silent garden which will be investigated by the Executive Officer.

The following balances were agreed.

General Reserve	111,304
EMR Neighbourhood Plan	22,424
EMR Elections	13,200
EMR Skate Park	561
EMR Parish Trees	1,790
EMR Allotments	500
EMR LMC Maintenance Fund	30,540

EMR CIL Receipts	22,438
Buildings WMRC	120,000
RP Car Park Compound	15,000
EMR Parish Surveys	954
EMR Community Funded Projects	5,000
EMR Agency Services	4,215
Festive Lights	3,089
S&G Reserve Fund LMC	27,723

The Chair asked why the public toilets had not reopened. The Executive Officer stated that it was now possible to reopen toilets. However, before doing so, there would need to be a risk assessment. In addition, the toilets would need cleaning at regular intervals and the cleaner is only appointed to clean once per day. The Chair stated that Grayshott and Petersfield had reopened theirs and that it must be possible. She suggested that the council could possibly employ someone to do this if necessary. The Executive Officer agreed to look at what could be done to open the public toilets.

44/20 BUDGET TIMETABLE 2021/22

The Executive Officer provided a timetable for the budget 2021/22. The timetable was noted

45/20 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 Trotter, Seconded Cllr Kirby, all in favour.