



# BRAMSHOTT & LIPHOOK PARISH COUNCIL

[www.bramshottandliphook-pc.gov.uk](http://www.bramshottandliphook-pc.gov.uk)

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## FINANCE & POLICY COMMITTEE

**THESE ARE DRAFT MINUTES AND ARE SUBJECT TO APPROVAL  
AT THE NEXT MEETING ON 9<sup>th</sup> NOVEMBER 2020**

**A REMOTE MEETING OF BRAMSHOTT & LIPHOOK PARISH  
COUNCIL FINANCE AND POLICY COMMITTEE TOOK PLACE AT  
7.30 PM ON MONDAY 14<sup>th</sup> SEPTEMBER 2020.**

### MINUTES

**PRESENT:**

Cllr Garnett - Chair  
Cllr Hall  
Cllr Kirby  
Cllr Trotter  
Cllr Winfield  
Mr P Stanley – Executive Officer

Cllr Jerrard and Cllr Coyte were in attendance.

**50/20 CHAIRMAN'S ANNOUNCEMENTS**

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

**51/20 APOLOGIES FOR ABSENCE**

Cllr Winfield.

**52/20 DISCLOSURE OF INTERESTS**

The declaration was read out. No interests were declared by any councillors present.

**53/20 MINUTES OF PREVIOUS MEETING**

It was agreed that the minutes of the exempt session would be considered in the exempt session of this meeting.

The minutes of the public session meeting held on 13<sup>th</sup> July 2020 were approved.

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

**54/20 MATTERS ARISING FROM THE MINUTES**

Minute 39/20 – The Executive Officer reported that he had contacted the internal auditors concerning the low score in one of the categories. The response was that the council did not have a formal risk register and because the council does not review the insurance cover annually. The Executive Officer stated that the council does have a financial risk assessment. In addition, the council is in the third year of a three-year agreement. Insurance cover for next year will be reviewed and market tested.

The asset register had also been raised. The Executive Officer and Deputy Executive Officer are working on the asset register so that it can be sorted by committee, ownership and value. The plan is for committees to then take responsibility for inspecting the assets under their control. The exercise will be completed for the next meeting in November 2020.

**55/20 PUBLIC PARTICIPATION SESSION**

Meeting adjourned

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

None.

**Public questions – items on the agenda**

None.

Meeting Reconvened

**56/20 COUNCIL POLICIES – DISCIPLINARY PROCEDURE**

The draft Disciplinary Procedure was considered. All councillors agreed that the document was clear and well written.

It was proposed that the new policy be approved.

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

## **57/20 BUDGET MONITORING**

The Executive Officer explained that his main concern was the loss of income at the LMC. Covid-19 closure had meant no new bookings and a refund for cancelled bookings. Although there was now a limited opening of the LMC, this will not generate the level of income budgeted. In addition, the non-charging of rent and maintenance to the Scouts & Guides has also reduced income. He suggested that this shortfall will be met from the general reserve. However, the general reserve would need to be returned to appropriate levels possibly by the use of earmarked reserves.

The report was noted.

## **58/20 PROJECTS**

A list of potential projects was considered.

LMC New Heating System – The existing system has been in place since the centre opened. The LMC committee have requested that the system be replaced which will be more reliable, have lower running costs and can be better controlled. Full council will be considering a request to use £37,000 of earmarked reserves for this replacement. It was noted that the Scouts & Guides sinking fund would meet 40% of the above cost.

LMC Guttering Repairs/Replacement – The existing guttering has again been in place since the building opened. It is not fit for purpose and leaking badly. This can be quite dangerous in icy weather. No costs are yet available and this project is still in an early phase of development.

New Tractor – The tractor purchased several years ago is not fit for purpose now that more work is being done at Radford Park under the new Grounds Manager. A good price has been negotiated for a replacement tractor that has more power and better suited to the job. A good trade-in deal has also been negotiated for the existing machine. A business case has been produced and will be considered at full council. The cost of a replacement tractor after discount and trade-in is £8,725.

Tractor Shed and Willows Complex – A revised specification has been agreed by the Recreation Committee to reduce the costs significantly from that provided by Jaunty Angles. The budget will need to be set by full council and an estimate of costs determined.

Other projects that are still being developed are a replacement sound system in the Canada Room, Radford Park Compound and proposed Traffic Calming Measures in Bramshott which will be considered at the next council meeting.

## **59/20 BUDGET 2021/22**

The Executive Officer had provided a draft budget for 2021/22. This includes provision for a cost of living uplift for pay of 2% and 1% for pay progression. Other costs have been uplifted where necessary. The first draft budget was being considered by spending committees and the final draft budget will be considered by the Finance & Policy Committee for recommendation to full council.

## **60/20 COUNCIL FACILITIES**

The Executive Officer provided an update on council land and buildings. At present all the council open spaces were open for the public to use. The LMC Committee had agreed a partial opening of the centre with individual bookings only at present. The situation will be monitored and adjustments to opening agreed by the LMC Committee. The public toilets are currently closed and the Executive Officer stated that he was concerned about them opening at present. An item on this will be considered by full Council in September. The Executive Officer will be obtaining some information on private cleaning contracts prior to this meeting. The Haskell Centre building was not open to the public but all council functions were being carried out through remote working and remote meetings. There are some visits to the Haskell Centre by appointment where special measures are in place to protect staff and visitors. The Executive Officer was currently not in favour of opening the office to the public particularly at a time that Covid-19 cases are increasing nationally.

## **61/20 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 Hall, Seconded Cllr Trotter, all in favour.