



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr P STANLEY
EXECUTIVE OFFICER

Tel: 01428 722988
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 12th JULY 2021**

**A MEETING OF BRAMSHOTT & LIPHOOK PARISH COUNCIL
FINANCE AND POLICY COMMITTEE TOOK PLACE AT THE
LIPHOOK MILLENNIUM CENTRE AT 7.30 PM ON WEDNESDAY 19th
MAY 2021.**

MINUTES

PRESENT:

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

Cllr Coyte, Cllr P Curnow-Ford and Cllr D Curnow-Ford were in attendance.

29/21 CHAIRMAN'S ANNOUNCEMENTS

The chair requested that mobile phone be switched off and pointed out the emergency exits. It was confirmed that the meeting was being recorded by the Executive Officer for the purpose of the minutes and no other recording was taking place.

30/21 APOLOGIES FOR ABSENCE

Cllr Winfield.

31/21 DISCLOSURE OF INTERESTS

No interests were declared.

32/21 MINUTES OF PREVIOUS MEETING

The minutes of a meeting held on 8th March 2021 were approved.
Proposed Cllr Hall, Seconded Cllr Trotter, all in favour.

33/21 MATTERS ARISING FROM THE MINUTES

There were no matters arising.

34/21 PUBLIC PARTICIPATION SESSION

Meeting adjourned

Public questions – items not on the agenda

None

Public questions – items on the agenda

None.

Meeting Reconvened

35/21 GRANT APPLICATION 2021/22

A grant application had been received from Conford Village Hall for assistance towards repointing and replacing coping stones on the Bell Tower and repair to the damaged lightning finial. The Executive Officer advised that there was a sum of £700 left in the grant funding budget. Consideration was given to the £1,500 requested and it was agreed that support should be provided. However, in view of the limited budget available a grant of £700 was agreed.

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

36/21 TENNIS CLUB

The council had received a request from the Tennis Club for some financial relief on the £1,776 charged for use of the WMRG and £840 for the replacement mower. The club had stated that income was depleted due to lower membership due to covid-19. The council did not have a formal application but an extract from emails received from the club. The request is for relief from charges rather than a grant so would come from a different council budget. It was felt that more information was needed about the club's financial position. Following a discussion, it was agreed that the club be given an extra year to pay the two invoices during which it was hoped that the clubs' finances would improve. The club could also apply for further grant assistance when bids open for 2022/23 later this year.

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

37/21 INSURANCE

The Executive Officers report was considered. The council had been using Zurich Municipal for over 10 years and a review had been carried-out to seek alternative quotes for the council's insurance cover. Three companies were considered, Zurich Municipal, Came & Co and BHIB Councils Insurance. Came & Co withdrew from the quotation process as they felt that they could not compete on price. RHIB had provided a quote for insurance but not for motor insurance. The Zurich Municipal quote was the lowest figure and was much lower than the previous year.

It was proposed that a three-year deal be agreed with Zurich Municipal at a first year cost of £6,017.24 plus an engineering premium of £1,028.82.

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

It was noted that companies were now asking for details of driver's health and driving record which staff are not contractually required to provide. In view of this it was recommended that future staff contracts should include a requirement to provide such data if required.

38/21 INTERNAL AUDIT

The council had used IAC Audit & Consultancy Services Ltd for two years and were happy with the quality of audit provided. It was agreed that the council continue to use the services of this company for two more years, 2021/22 & 2022/23.

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

39/21 SCOUTS & GUIDES LEASE

The Executive Officer had received a quotation from Jacobs & Hunt to provide some financial benchmarking data to assist with the new lease with the Scouts and Guides. It was noted that comparative data was not easy to come by, but a discussion letter could be produced to assist with the rent review negotiations.

The committee also considered the financial contributions made outside of the rent for maintenance of the building. This was felt to be adequate and represented a 40% contribution to all of the building works.

There was some debate about whether the lease needs a fundamental rewrite or whether some minor changes would be sufficient. It was felt that some legal expertise was needed to determine whether any significant changes were needed to meet any legislative developments since the original lease was signed.

It was proposed that:

That Jacobs & Hunt be instructed to undertake the financial comparative work at a ceiling cost of £750 plus VAT.

That the Executive Office use our solicitors to serve notice now on the Scouts & Guides concerning the renewal of the lease.

That our solicitors be asked to advise whether there are any fundamental changes required to the lease and if so to obtain a price for the update of the lease.

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

40/21 REVIEW OF MEDIA AND PRESS POLICY

The use of social media by councillors and the process for issuing press statements was discussed. If using social media, councillors should be mindful of how their views might be perceived as councillors. It was felt that the existing policy does not need to be amended but that it should be brought to the attention of all councillors at a future meeting.

41/21 PEAK CENTRE ACCOUNT

The accounts provided by the Peak Centre were considered. It was noted that the funds within the COIF account had increased since the last set of accounts received. The centre was not open most of the year so the income and expenditure had been modest. Cllr Kirby advised that since the statement was produced, the Peak Centre had received a lottery grant of £10,000 and a significant donation. Cllr Kirby also advised that there was no requirement in the lease to provide accounts to the Parish Council. Cllr Hall & Cllr Garnett believed that the Peak Centre had agreed to provide bi-monthly information during the period of the lease. It was noted that the Peak Centre could spend the contents of the COIF Account to meet the obligations under the lease.

42/21 REPAYMENT OF GRANT

The committee considered whether any organisation should be asked to pay back their grant where the purpose of the grant was no longer relevant. It was noted that the payment to the Carnival & Bonfire Committee was to contribute towards the carnival which had now been cancelled. The payment to Liphook Crankers was for the annual bike ride which had also been cancelled. It was agreed that the Executive Officer be asked to write to both organisations to find out if the funding had been spent and to suggest that they may wish to return the funding this year to allocate to other organisations. They would then be considered for grants in the following year when hopefully the events will take place. This action was unanimously agreed.

43/21 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 Kirby, all in favour.