



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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A MEETING OF THE FINANCE AND POLICY COMMITTEE TOOK PLACE AT 8.00PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON MONDAY 1 JUNE 2009

MINUTES

PRESENT WERE: Mr J Austin-Olsen (Chairman), Mrs A James, Mr N Newman, Dr J Tough (Parish Councillors). Mr A Groves (Clerk). One member of the public was present for part of the meeting.

27/09 CHAIRMAN'S ANNOUNCEMENTS

Preliminaries. Mobile phones, emergency exits, loop system, tape machine.

Chairmanship. Cllr Mrs A James was thanked for her unstinting enthusiasm in chairing the Committee over the last two years.

28/09 APOLOGIES FOR ABSENCE

Cllr Hope, Cllr Jordan.

29/09 MINUTES OF THE MEETING – 6 APRIL 2009

The Chairman proposed that the minutes be agreed, seconded by Cllr Newman. A vote was taken (For: 3, Against: 0, Abstentions: 0).

Decision: The minutes were agreed and signed as being a true record.

Clerk

30/09 MATTERS ARISING FROM THE MINUTES – 6 APRIL 2009

21/09 Policy and Procedures. It was noted that Cllr Jordan had been informed about the changes suggested by SE Employers but no response had been received. Cllr Mrs A James proposed that the amendments from SE Employers which were minor and not significant, be agreed, together with the amendments set out in the F & P Committee Minutes of 6 April 2009. Cllr Newman seconded the proposal. A vote was taken. (For: 4, Against: 0, Abstentions: 0).

Decisions: The amendments to the Grievance/Disciplinary procedures were agreed.

Clerk

22/09 Developer's Contributions. Cllr Mrs James said she had spoken to EHDC, but had not written to them, which she would do. The Clerk said he had been made aware that EHDC would be seeking information about the toilets.

31/09 DECLARATION OF INTERESTS

The Chairman read out the declaration. Cllr Tough said he was the Parish Council representative for Youth Club matters, and as such did not need to declare an interest if such matters were discussed. Cllr Tough declared a personal and prejudicial interest in Item 7 (Minute 33/09) and said he would leave the meeting if there was discussion about the proposed grant to St John Ambulance.

32/09 PUBLIC PARTICIPATION SESSION

Public Questions. The meeting was adjourned and re-convened without any questions being raised.

Members/Public Participation (Code of Conduct, Paragraph 12 (2)). None.

Public Participation. The Chairman said he would allow the member of public to address the Committee during the appropriate item.

33/09 GRANT APPLICATIONS

Members considered the core-client grant for Bramshott and Liphook Parochial Church Council. The Chairman proposed that the grant be approved, seconded by Cllr Mrs A James. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Members considered the core-client grant for St John Ambulance. The Chairman proposed that the grant be approved, seconded by Cllr Newman. A vote was taken (For: 3, Against: 0, Abstentions: 0).

Members discussed the grant for Liphook and Ripsley Cricket Club. The Chairman referred to the safety needs for sight screens. Members were informed that a grant had been provided by EHDC, and that other local authorities had not provided grants on this occasion because the majority of the cricket players came from the local area. Cllr Newman proposed that the grant be approved, seconded by Cllr Mrs A James. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Members discussed the grant for Liphook in Bloom. The Chairman said that this was an important year for Liphook in Bloom (LIB) as they were representing Southern England in the national competition. Money was granted to LIB each year but the Chairman felt that the grant should be considered as a "one off" grant in this case. Cllr Mrs A James asked how much money had been provided to LIB this year. The Clerk said that his rough calculation was just over £4,000, based on the annual grant, the work at the Liphook Millennium Hall, and the grant under consideration. Questions were raised with Mrs Roles, representing LIB, together with discussion over the urgency of the work, the problem over the application made by LIB to EHDC, the retrospective use of Developer's Contributions, and the benefit to the community. It was noted that the boards were in Radford Park, funds had been provided by the Parish

Council, and they were useful for interpretation purposes. The recent work in the village was commended. Mrs Roles also referred to the Friends of LIB scheme which was due to be initiated shortly to help with sponsorship. The provision of funds was questioned and discussed. The Clerk, at the request of members, advised that the F & P Committee could only agree expenditure from their own funds, but could recommend that funds be provided from other committees, possibly the Recreation Committee and re-imbursed or vired to the F & P Committee in due course. Following discussion, Cllr Newman proposed that the grant be approved subject to the Recreation Committee being asked to fund the grant with reimbursement to the F&P Committee. Cllr Mrs A James seconded the proposal. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Decision: **The following grants were approved:** **Clerk**

Bramshott & Liphook Parochial Church Council	£1,700	(LGA, s137)
St John Ambulance	£200	(LGA, s137)
Liphook & Ripsely Cricket Club	£500	(LGA (MP) s19)
Liphook in Bloom	£586.65	(LGA, s144)

A recommendation was to be made to the Recreation Committee that they should fund the Liphook in Bloom grant, and the F & P Committee be re-imbursed.

NN

34/09 INTERNAL AUDIT REPORT (FINAL) 2008/2009

The Chairman referred to what he felt was a good report from the auditor, and the need to agree the responses to the Action Plan which were then discussed. The Chairman proposed that the report be approved, and the responses to the Action Plan should read “Agreed”. Cllr Newman seconded the proposal. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Decisions: **The Audit Report was approved.** **Clerk**

The responses to the Action Plan were to read “Agreed”. **Clerk**

35/09 INVESTMENTS

The Chairman suggested that monies be re-invested into fixed rate easy access bonds and that he was due to receive further information shortly. The use of banks, bank guarantees, and access to funds were discussed. The Chairman proposed that the monies be placed into fixed rate bonds on easy access, with maximum guaranteed amounts going into each bank, and that the Chairman and Clerk should be delegated authority to deal with the matter. Cllr Mrs A James seconded the proposal. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Decisions: **Money was to be invested in fixed rate bonds on easy access, with maximum guaranteed amounts being invested in each bank.**

The Chairman and the Clerk were delegated the authority to decide on the details and make the necessary arrangements. **JA-O
Clerk**

36/09 WILLOWS NURSERY - CHARGES 2009/2010

Members considered the increase in charges, implementation, impact of the increases, and use of the HCC RPI. Cllr Mrs A James proposed that the RPI figure be used, that Willows Nursery should be consulted, and the proposed increase should be referred to the Chairman for his approval. Cllr Newman seconded the proposal. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Decisions: The HCC RPI figure would be used to calculate the increased charges, there would be consultation with Willows Nursery and the proposed increase would be referred to the Chairman of the F&P Committee for approval.

Clerk

37/09 EXPENDITURE - LIPHOOK MILLENNIUM HALL PAVING

Members considered the expenditure on the paving proposed at the Liphook Millennium Hall. The quotes were discussed. The costs, the proposed work, the funding process, provision of funds, the consultation with the Liphook Millennium Centre Management Committee, the involvement of LIB, and the urgency of the work to meet their needs were discussed further. Advice was sought from the Clerk in his capacity as the Responsible Financial Officer over the quotes and how the work should be funded. The provision of funds was discussed. Cllr Mrs A James proposed that the quote for £1,420 be accepted subject to conditions, that expenditure be made from F&P Committee funds, and a recommendation made to the Parish Council that the work should be funded from the Earmarked Reserve for Community Spending. The proposal was seconded by Cllr Newman. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Decision: The expenditure on the LMH paving was approved (LGA s144).

Clerk

The quote of £1,420 was accepted subject to the work being completed in time.

Clerk

A recommendation would be made to the Parish Council that the funds should be provided from the Earmarked Reserve for Community Spending.

JA-O

38/09 URGENT BUSINESS - EXPENDITURE FOR THE YOUTH CLUB

The Chairman agreed to an item of urgent business. Cllr Newman informed members that Cllr Tough wished to purchase some portable display boards for the Youth Club at a cost of £323. There was £3,000 in the F&P Budget for Youth Projects, and he proposed that the items be purchased using those funds. Cllr Newman proposed that the purchase of the boards be agreed on that basis, and this was seconded by Cllr Mrs A James. A vote was taken (For: 4, Against: 0, Abstentions: 1).

Decision: The display boards for the Youth Club were to be purchased from the F&P Committee funds earmarked for Youth Projects (LGA (MP) s19).

Clerk

39/09 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: "This Council resolves to exclude members of the public and the press for Item 13 as it is likely that there would be disclosure to them of exempt information as specified in Schedule 12A (as amended) of the Local Government Act 1972.

The Chairman proposed the motion which was seconded by Cllr Newman. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Resolution: Agreed.

ITEMS CLASSIFIED AS EXEMPT

40/09 EMPLOYMENT MATTERS

Asst Clerk - Pay Review. Members considered the pay review for the Asst Clerk. The Chairman proposed that the recommendations be adopted. Cllr Mrs A James seconded the proposal. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Urgent Business - Clerk's Annual Appraisal 2008/2009. Cllr Newman raised a matter of urgent business concerning the Clerk's appraisal. Cllr Newman made a proposal concerning the Clerk's Appraisal for 2008/2009, and that a recommendation be made to the Parish Council. There was discussion about the matter. The proposal was seconded by Cllr Tough. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Decisions: The Asst Clerk's pay review recommendations were to be adopted. **Clerk**

The proposal concerning the Clerk's Appraisal for 2008/2009 was agreed and a recommendation was to be put to the Parish Council, subject to consultation with the Clerk. **NN**

CONCLUSION - This concluded the business of the meeting at 9.10pm
Confirmed at the meeting held on 14 September 2009
Signed.....
Chairman