



BRAMSHOTT & LIPHOOK PARISH COUNCIL

www.bramshottandliphook-pc.gov.uk

Mr A S R GROVES
CLERK

Tel: 01428 722988
Fax: 01428 727335
e-mail: council@bramshottandliphook-pc.gov.uk

THE PARISH OFFICE
HASKELL CENTRE
MIDHURST ROAD
LIPHOOK
HAMPSHIRE GU30 7TN

**A MEETING OF THE FINANCE AND POLICY COMMITTEE TOOK PLACE
AT 8.00PM IN THE HASKELL CENTRE, MIDHURST ROAD, LIPHOOK ON
MONDAY 14 SEPTEMBER 2009**

MINUTES

PRESENT WERE: Dr J Tough (Chairman), Mrs A James, Mr N Newman (Parish Councillors). Mr A Groves (Clerk).

41/09 CHAIRMAN'S ANNOUNCEMENTS

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

42/09 APOLOGIES FOR ABSENCE

Cllr Jordan, Cllr Austin-Olsen.

43/09 MINUTES OF THE MEETING – 1 JUNE 2009

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

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

Clerk

44/09 MATTERS ARISING FROM THE MINUTES – 1 JUNE 2009

None; all had been actioned.

45/09 DECLARATION OF INTERESTS

The Chairman read out the declaration. Cllr Mrs James declared a personal and prejudicial interest in Item 7 (Minute 47/09) as she was the East Hampshire District Council representative for the River Wey Trust. Cllr Tough declared a personal and prejudicial interest in Item 8 (Minute 47/09) as the member in charge of the local St John Ambulance. Cllr Tough also declared an interest in Item 16 (Minute 56/09).

46/09 PUBLIC PARTICIPATION SESSION

Public Questions. None.

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

Public Participation. None.

47/09 GRANT APPLICATIONS

Members considered a number of core client grants. It was suggested that The River Wey Trust was excluded and deferred to the next meeting because the meeting would not be quorate if Cllr Mrs James left the meeting. Cllr Mrs James proposed that the grants be agreed, less the River Wey Trust which should be deferred to the next meeting. The Chairman seconded the proposal. A vote was taken (For: 3, Against: 0, Abstentions: 0).

An application from Liphook Tennis Club was considered and discussed. The Chairman proposed that the grant be agreed, seconded by Cllr Newman. A vote was taken (For: 3, Against: 0, Abstentions: 0).

Decisions: Grants were agreed, as follows:

Clerk

Bramshott and Liphook Preservation Society	£ 500	(s137)
Furniture Helpline	£ 100	(s137)
Victim Support Hampshire & IOW	£ 100	(s137)
Bramshott & Liphook Parochial Church Council	£ 400	(s215)
Liphook Tennis Club	£ 250	(s137)

The core client grant for the River Wey Trust would be considered at the next meeting.

Clerk

48/09 CORE CLIENTS FOR GRANT AID – 2010/2011

Members considered the list of clients. The following was discussed:

Bramshott and Liphook Preservation Society. Retaining on the list until the Heritage Centre was up and running.

Liphook Marketing Panel/Liphook Business Initiative. Keeping the Liphook Marketing Panel on the list, the difference between the two organisations, and what the Liphook Business Initiative were aiming to achieve.

St John Ambulance/River Wey Trust. The need to defer a decision to the next meeting because the meeting would not be quorate if The Chairman and Cllr Mrs James left the meeting.

Cllr Mrs James Chairman proposed that the list be approved, less St John Ambulance and The River Wey Trust which would be deferred to the next meeting. Cllr Newman seconded the proposal. A vote was taken. (For: 3, Against: 0, Abstentions: 0).

Decisions: The following core clients were agreed for 2010/2011:

Clerk

Bramshott and Liphook PCC
Liphook in Bloom
Liphook Marketing Panel
Liphook Carnival
Liphook Lightshow
East Hampshire Victim Support Scheme
Canada Veterans Association (Canada Day)
Bramshott and Liphook Preservation Society
Furniture Helpline

The River Wey Trust and St John Ambulance would be considered at the next meeting.

Clerk

49/09 GRANT AID POLICY

Members discussed the policy document. The Chairman proposed that the policy be agreed with the date and heading being changed. Cllr Newman seconded the proposal. A vote was taken. (For: 3, Against: 0, Abstentions: 0).

Decisions: The Grant Aid policy was approved; the date was to be amended to read "Sep 09", and the website address was to be included.

Clerk

50/09 FINANCIAL MATTERS

Investments. The Chairman said that Cllr Austin-Olsen was not available to give his report. He was understood that he would be recommending investment into two year bonds in order to maximise returns. The report would be deferred until the next meeting. A vote was taken (For: 3, Against: 0, Abstentions: 0).

Internal Audit System Review. The Chairman said that an internal audit was carried out twice yearly and all the processes were undertaken in accordance with the Governance and Accountability for Local Council guidelines. The overall control, identification and management of risks, the budgetary control, and the monthly Parish Council checks and control processes were all effective. There was consensus that was the case, supported by the comments made in the twice yearly audits. Members felt that the current systems worked well and were effective. Cllr Mrs James proposed that the conclusion of the review was that the current systems were effective, should be maintained, and without change. Cllr Newman seconded the proposal. A vote was taken (For: 3, Against: 0, Abstentions: 0).

Decision: The investments report was deferred to the next meeting.

JAO

The current internal audit systems were effective and to be maintained.

Clerk

51/09 COMMITTEE BUDGET 2010/2011

Members discussed the draft budget document. The following points were raised or discussed:

1101 – Salaries & Wages. Confirmation of the 2009/2010 NJC agreement as 1%.

1761 – Grants. The possibility of allocating funds to the Liphook Business Initiative. It was noted that contingency funding was available.

The Chairman proposed that the draft budget be approved, seconded by Cllr Mrs James. A vote was taken (For: 3, Against: 0, Abstentions: 0).

Decision: The draft Finance & Policy Committee budget was approved. Clerk

52/09 INSURANCE REVIEW

Members reviewed the current insurance policy schedule. It was explained that the Fidelity Guarantee had been amended to reflect the Audit report, and the Business Interruption level had been increased as recommended in the Internal Audit. The data storage aspects of business interruption were briefly discussed. Cllr Newman proposed that the schedule be approved. Cllr Mrs James seconded the proposal. A vote was taken. (For: 3, Against: 0, Abstentions: 0).

Decision: The insurance policy schedule was approved. Clerk

53/09 RISK EVALUATION REPORT

Members considered the report. The changes from the previous report, and the scoring system in relation to the assessment report were discussed. Cllr Newman proposed that the report was approved, seconded by Cllr Mrs James. A vote was taken. (For: 3, Against: 0, Abstentions: 0).

Decisions: The Risk Evaluation report was approved. Clerk

54/09 PLANTING - THE HASKELL CENTRE

The Clerk, at the request of the Chairman, informed members that a member of the public had asked to plant a bush in memory of a relation in Liphook. The Clerk said that following consultation, and the circumstances, the bed adjacent to the Peak Centre had been suggested. The Clerk said that, should they agree to the request, members should accept no liability for the planting or any consequential loss or damage arising. Cllr Mrs James proposed that the planting be agreed, preferably an evergreen flowering shrub, subject to the advice given by the Clerk. Cllr Newman seconded the proposal. A vote was taken. (For: 3, Against: 0, Abstentions: 0).

Decisions: The planting was agreed, preferably an evergreen flowering shrub, subject to no liability to the Parish Council. Clerk

55/09 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: “This Council resolves to exclude members of the public and the press for Item 16 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 Mrs James. A vote was taken (For: 3, Against: 0, Abstentions: 0).

Resolution: Agreed.

ITEMS CLASSIFIED AS EXEMPT

56/09 EMPLOYMENT MATTERS

The Chairman said that no decisions could be made if he left the meeting because it would not be quorate, and the matter should be deferred to the next meeting. Cllr Newman said he would consult with Cllr Austin-Olsen to determine a date for a further meeting, at which the other deferred matters would be considered.

CONCLUSION - This concluded the business of the meeting at 8.40pm
Confirmed at the meeting held on 2009
Signed.....
Chairman