



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 22 SEPTEMBER 2008**

MINUTES

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

43/08 CHAIRMAN'S ANNOUNCEMENTS

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

44/08 APOLOGIES FOR ABSENCE

Cllr Wilson.

45/08 MINUTES OF THE MEETING – 7 AUGUST 2008

A vote was taken to agree the minutes (For: 4, Against: 0, Abstentions: 0).

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

Clerk

46/08 MATTERS ARISING FROM THE MINUTES – 7 AUGUST 2008

38/08 Minutes – Exempt Meeting. Cllr Jordan felt that there should reference to the motion in the minutes to explain why the issue had been raised. This was discussed. The Clerk suggested that Cllr Jordan's statement (his letter to the Chairman) could be attached to the minutes. The minutes, and the provision of prepared notes or statements to the Clerk when they were read out a meetings were discussed. It was felt that the minutes of the meeting should remain as they were, and a vote was taken on the minuting of statements and notes read out at meetings. (For: 4, Against: 0, Abstentions: 0). The meaning and accuracy of the last decision concerning the reference to exempt documents, and whether the decision was to be referred to the Parish Council were also discussed.

Decision:

Councillors should provide the Clerk with their prepared statements or notes that they read out at meetings in future, if they wanted them to be minuted.

All

41/08 Handling of Employee information. The decision to amend Standing Orders, what was decided, and whether the detail was set out at the time. The opportunity of the Committee and Council to consider any proposed amendments was discussed.

47/08 DECLARATION OF INTERESTS

The Chairman asked if there were any declarations. Cllr Tough declared a prejudicial interest in Item 8 (Minute 49/08) and said he would leave the meeting if St John Ambulance was discussed. Cllr Jordan declared a similar interest in Item 8 as a member of Liphook in Bloom. Cllr Mrs James declared a prejudicial interest in the River Wey Trust as she was the East Hampshire District Council representative.

48/08 PUBLIC PARTICIPATION SESSION

Public Questions. None.

Members/Public Participation (Code of Conduct, Paragraph 12 (2)). Cllr Jordan thanked the Parish Council for their continued support to Liphook in Bloom.

Public Participation. None.

49/08 GRANT APPLICATIONS – 2009/2010

Members considered a number of grant applications. The following were raised or discussed:

Community Magazine. Not a core-client; powers under Section 111.

Promotion of Grant Aid. How proactive the Council was in promoting Grant Aid.

A vote was taken to agree the applications. (For: 4, Against: 0, Abstentions: 0).

Decisions: Grants were agreed, as follows:

Clerk

Community Magazine	£ 800	(S111)
River Wey Trust	£ 500	(S137)
Bramshott and Liphook Preservation Society	£ 500	(S137)
Furniture Helpline	£ 100	(S137)
Victim Support Hampshire & IOW	£ 100	(S137)

50/08 CORE CLIENTS FOR GRANT AID – 2009/2010

The Chairman asked if members were happy with the list. The Clerk confirmed, in answer to a question from Cllr Tough, that the Canada Day Veterans Association grant went towards the cost of the annual lunch. The Chairman said that the Liphook Marketing Panel needed to let the Council know what initiatives were planned; the way ahead was discussed. Chairman proposed that the list be approved, and a letter be sent to Liphook Marketing Panel. A vote was taken. (For: 4, Against: 0, Abstentions: 0).

Decisions: The following core clients were agreed for 2009/2010:

Clerk

Bramshott and Liphook PCC
Liphook in Bloom
Liphook Marketing Panel (subject to a report on future initiatives and projects)
Liphook Carnival
Liphook Lightshow
St John Ambulance
East Hampshire Victim Support Scheme
Canada Veterans Association (Canada Day)
Bramshott and Liphook Preservation Society
Furniture Helpline
River Wey Trust

The Clerk would write to the Liphook Marketing Panel.

Clerk

51/08 GRANT AID POLICY

Members discussed the policy document. The possibility of increasing the maximum grant was discussed. The Chairman proposed that there should be no change to the policy. A vote was taken. (For: 4, Against: 0, Abstentions: 0).

Decisions: The Grant Aid policy was approved without change.

Clerk

52/08 FINANCIAL MATTERS

Re-Investment - Treasury Deal. The Chairman proposed that, as recommended by the auditor, the money should be re-invested as soon as possible. A vote was taken. (For: 4, Against: 0, Abstentions: 0).

Internal Audit System. Cllr Jordan asked that paragraph 4.7.1 be amended to state “as a specified date”. This was discussed; the Clerk suggested that for clarity, it should read “to be the date of the Balance Sheet and Trial Balance”. The Chairman proposed that paragraph 4.7.1 be amended. Cllr Tough proposed it read “to be the same date as the Balance Sheet and Trial Balance”. A vote was taken (For: 4, Against: 0, Abstentions: 0).

Decisions: The following were agreed:

Clerk

£145,000 was to be re-invested in a Treasury Deal.

Clerk

Paragraph 4.7.1 be amended to add “to be the same date as the Balance Sheet and Trial Balance”.

Clerk

53/08 COMMITTEE BUDGET 2009/2010

The Chairman referred to the draft budget document. The following points were raised or discussed:

1121 – Telephone. The 20% increase, which was necessary due to the significant increase in the need to phone mobile phones.

1269 – LMC Phase 2. Inclusion of funds; an expectation that a reserve would be built up following the decision to use the residue of Council funds last year for the Heritage Centre.

1761 – S137 Grants. Typographical error: should read £10,425. The possibility of showing the grants in the same format as the main body of the document was discussed; a vote was taken to implement that change and agree the draft budget (For: 4, Against: 0, Abstentions: 0).

Decision: The draft F&P budget was approved subject to the following amendments: **Clerk**

1761 – Grants. Budget 09/10; amend to read “£10,425”. The list of grants in the notes at page 8 were to be set out in the same format as the main body of the document.

54/08 INSURANCE REVIEW

Members reviewed the current insurance policy schedule. The list of assets, the holding of a dinghy on the asset list, and the difference between the insurance premium and the budget figure were raised. The Clerk explained that the cost was split between the Admin and LMC budgets, and the dinghy was held for use on the large pond. The Chairman proposed that the schedule be approved. A vote was taken. (For: 4, Against: 0, Abstentions: 0).

Decision: The insurance policy schedule was approved. **Clerk**

55/08 RISK EVALUATION REPORT

The Chairman referred to the report. The Clerk outlined how the Action Plan was produced and the priorities. The inadequacy of the current data back up equipment, the cost of a new mobile back up system, the requirement for appropriate Service Level Agreements, and the problems and risks arising from the grass cutting contract were discussed. The Chairman proposed that the report was approved and the priorities agreed and that a new data storage back up system be purchased. A vote was taken. (For: 4, Against: 0, Abstentions: 0).

Decisions: The Risk Evaluation report was approved. **Clerk**

A suitable data storage back up facility was to be purchased by the Clerk at a cost not exceeding £250. **Clerk**

CONCLUSION - This concluded the business of the meeting at 9.00pm
Confirmed at the meeting held on 13 October 2008
Signed.....
Chairman