



BRAMSHOTT & LIPHOOK PARISH COUNCIL

Mr A S R GROVES
CLERK

Tel: 01428 722988
Fax: 01428 727335
E-
mail:blpc1@tiscali.co.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 4 JUNE 2007

MINUTES

PRESENT WERE: Mr M Croucher (Chairman), Dr J Carne, Mrs A C James, Mr D Murray, Dr J Tough (Parish Councillors). Mr A Groves (Clerk). One member of the public and one member of the press were present.

16/07 APOLOGIES FOR ABSENCE

Cllr Newman.

17/07 MINUTES OF THE MEETING – 2 APRIL 2007

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

Clerk

18/07 MATTERS ARISING FROM THE MINUTES – 2 APRIL 2007

None.

19/07 DECLARATIONS OF INTEREST

The Chairman referred to the need to make declarations.

Cllr Tough declared a prejudicial interest in Item 5 (Minute 20/07) and said that if the matter was discussed he would leave the meeting and not vote on the item. Cllr Mrs A C James declared a personal and prejudicial interest in Item 5 (Minute 20/07) as a member of the

Village Hall Management Committee and said she would leave the meeting during that item. Cllr Murray declared a prejudicial interest in Item 5 (Minute 20/07) as a member of the Parochial Church Council (PCC) and would leave the meeting during that item.

20/07 GRANT APPLICATIONS

Members considered the release of funds for core-client grants for the Parochial Church Council (PCC), and St John Ambulance. Cllr Murray and Cllr James left the meeting during the discussion of the items in which they had declared interests. Votes were taken.

Members discussed the application by the Village Hall Management Committee for a grant towards the up-grading of the fire alarm system. The ownership of the building, what could be considered to be part of the grant application, VAT, the importance of the fire alarm system, and the level of funding were discussed. The Clerk referred members to the Grant Aid Policy, specifically the level of grant and the funding criteria for “one off” grants. The Chairman adjourned the meeting to allow Mrs Newman (Chairman, Village Hall Management Committee) to address members and then re-convened the meeting. Mrs Newman outlined the ongoing problems of funding safety and legal requirements, and the efforts made to raise funds as set out in the application. The provision of funds from other sources such as EHDC and LIDBA were raised and discussed. The Chairman proposed that a grant of £260 be made. A vote was taken.

Decision: The following grants were agreed:

Clerk

PCC	£2,100	(\$137)
St John Ambulance	£200	(\$137)
Village Hall Management Committee	£260	(\$137)

21/07 RISK EVALUATION REPORT

The Clerk, at the request of the Chairman explained how the report had been generated and compiled and the three risks that had been set out in the Action Plan. The Clerk made specific reference to the grass cutting contract and the need to ensure that the details were correct. He reported that EHDC had been asked to provide an up to date contract. The Clerk also explained the importance of the litter monitoring and need to have updated Service Level Agreements. The review process was briefly discussed. The Chairman proposed that the Action Plan be approved. A vote was taken.

Decision: The report was accepted and the Action Plan was approved.

Clerk

22/07 COMPLAINTS POLICY

The Chairman referred to the use of the policy last year, and the decision to update the policy because it had not been robust enough. The Clerk explained that the draft was based upon the National Association Local Councils (NALC) document, although the content had been expanded and amended where appropriate. Detailed points in the draft were discussed.

A number of further amendments were proposed and voted on. The Chairman proposed that the revised policy be adopted subject to the agreed amendments. A vote was taken.

Decision: The revised Complaints Policy was adopted, subject to the following amendments: Clerk

- 3.1.1 Informal Stage delete “orally”.
- 3.3.2 Line 3 amend to read “their own actions”.
- 3.3.3 Line 2 amend to read “they shall immediately”.

23/07 EQUAL OPPORTUNITIES (EO) POLICY

Members considered the draft policy document. The need to check the accuracy of paragraph 4.1 was raised. The Chairman proposed that the policy be adopted.

Decision: The EO Policy was adopted (subject to paragraph 4.1 being checked). Clerk

24/07 INTERNAL AUDIT REPORT (FINAL) - 2006/2007

Members considered the draft report. The Clerk explained that the tax coding of employees had been checked on a number of occasions with Inland Revenue and employees. The matter was briefly discussed, with members noting that the issue had been discussed previously. The reinvestment of funds was raised. The Clerk said that the funds had been re-invested on 7 May and that there had been a short delay. The Chairman proposed that the report be accepted and the Action Plan be adopted. A vote was taken. Cllr Tough thanked and congratulated the Clerk on the report.

Decision: The Internal Audit Report (Final) 2006/2007 was accepted and the Action Plan approved. Clerk

25/07 INSURANCE REVIEW

The Clerk reported that the only matter to be raised was the insurance cover for the volunteers, which had been raised with the insurers but not covered in the schedule. The Clerk said that the volunteers should be covered. The need for cover for the volunteers and the level of personal assault cover under Section 3, (c) was discussed. The Chairman proposed that the schedule be approved.

Decision: The Insurance Schedule for 2007/2008 was approved. Clerk

The volunteer cover was to be checked, as was the level of personal assault cover within the policy document. Clerk

Any further amendments needed to be made to the policy schedule were delegated MC

to the Chairman and the Clerk.

Clerk

26/07 WILLOWS NURSERY – CHARGES 2007-2008

The Clerk said that the charges were normally increased each year in line with the HCC inflation index, subject to consultation. The Clerk outlined how the agreement with Willows Nursery operated. The Clerk asked if members were content to proceed on the basis he described. The Chairman proposed that the increase be in line with the HCC index.

Decision: The charge was to be increased in line with the HCC index, subject to consultation.

Clerk

CONCLUSION - This concluded the business of the meeting at 8.50 pm.
Confirmed at the meeting held on 3 September 2007.
Signed
Chairman