



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 9 FEBRUARY 2009

MINUTES

PRESENT WERE: Mrs A C James (Chairman), Mr B Hope, Mr N Newman, Mr P Jordan, Dr J Tough, Mr P Wilson (Parish Councillors). Mr A Groves (Clerk). Two members of the public were present for part of the meeting.

01/09 CHAIRMAN'S ANNOUNCEMENTS

Welcome. Cllr Hope was welcomed to the Committee.

Preliminaries. Mobile phones, emergency exits, loop system, tape machine. A copy of Standing Orders and the Code of Conduct pamphlet were available for members if required.

02/09 APOLOGIES FOR ABSENCE

None.

03/09 MINUTES OF THE MEETING – 1 DECEMBER 2008

A vote was taken to agree the minutes (For: 5, Against: 0, Abstentions: 0).

Decision: The minutes were agreed and signed as being a true record subject to an Amendment: Minute 73/08 (Page 5, second paragraph, penultimate line) to read "Cllr Newman".

Clerk

Cllr Tough joined the meeting.

04/09 MATTERS ARISING FROM THE MINUTES – 1 DECEMBER 2008

71/08 Budget and Precept 2009/2010. In response to a question from Cllr Newman, Cllr Jordan confirmed that the legislation referred to during the discussion on the Earmarked Reserves was the LAAP Bulletin No: 55 (replaced by Bulletin No: 77) which pertained to Parish Councils with a precept above £1million. The Chairman said the guidance to

Parish Councils was provided by the National Association of Local Councils. The Clerk, as RFO, asked for clarification as to whether the LAAP Bulletin was legislation or not, as he was not aware that it was legislation as quoted in the minutes. Cllr Jordan said that it was guidance which was necessary to adhere to, and would be difficult not to adhere to, as it would result in a negative report.

73/08 Reporting of Financial Information. In response to questions from Cllr Newman, Cllr Jordan confirmed that the training session was the Code of Conduct Training, and Mrs J Gabell had commented that the use of EHDC resources and services, and that EHDC were keen to support and help parish councillors on matters that they sought instruction or information on. Cllr Jordan confirmed to the Chairman that he understood that this was about all things, not just the Code of Conduct. Cllr Jordan also confirmed that he had set out in a memorandum to the Chairman of the F&P Committee what he had been advised about, and the advice was from a qualified accountant within EHDC (Mr K Harlow as shown in the memorandum).

05/09 DECLARATION OF INTERESTS

The Chairman read out the need to make declarations.

06/09 PUBLIC PARTICIPATION SESSION

Public Questions. None.

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

Public Participation. The Chairman permitted Mr D Rowlandson to speak during Item 7 (Minute 07/09).

07/09 GRANT APPLICATIONS

Members considered an application from Liphook Amateur Productions. The Chairman reported that funds were available in the budget. The matter was briefly discussed. Mr Rowlandson attending on behalf of LAMPS, at the invitation of the Chairman, confirmed that the curtains had been purchased and would stay in the Liphook Millennium Hall (LMH) and would be available to users of the LMH. A vote was taken to agree the grant (For: 6, Against: 0, Abstentions: 0).

Decision: A grant of £250 for Liphook Amateur Productions was approved (S137).

Clerk

08/09 EXPENDITURE

Cllr Tough reported that a Table Football game had been recommended because it was something different and four people could use it at any one time. There were two quotes; one for £75 including carriage, and the other for £80 without carriage. The latter was heavier and the cost including carriage was £130. It was confirmed that, if purchased, the game would remain an asset of the Parish Council until the Youth Club was set up as a separate entity. Storage, and damage were briefly discussed.

Cllr Tough said the CRB checks were organised through Community First East Hampshire at a cost of £20, and an offer should be made to cover the cost. There were two people that needed to be checked to date, which he had asked the Asst Clerk to organise. A vote was taken to agree the expenditure. (For: 6, Against: 0, Abstentions: 0).

Decision: A Table Football game was to be purchased at a cost of £130 and the cost of the CRB checks for Youth Club volunteers would be refunded.

Clerk

09/09 TERMS OF REFERENCE - STAFF LIAISON TEAM

It was confirmed that the draft Terms of Reference (TOR) were not ready. The Chairman said the item would be deferred and be considered by the F&P Committee or Parish Council. The Clerk advised, at the request of the Chairman, that it would be appropriate for the F&P Committee to consider the TOR as the Committee was responsible for all employment matters.

10/09 FINANCIAL MATTERS

Members considered the proposed transfer of funds to reserves at the end of the financial year and the following were raised and discussed:

Elections. The movement of funds to Earmarked Reserves, how this was implemented, and the impact on the General Reserves. The funds available for 2009/2010 which would be about £6,000 after the cost of the election on 23 April 2009 had been covered. The cost of the election on 4 December 2008 which had already been paid, and the approach to EHDC concerning the costs. It was confirmed that a letter had been written to the Chief Executive as decided by the Parish Council. A reply had not yet been received.

Maintenance Fund. The figure of £4,256 being over the budget figure in order to meet the requirement for the Maintenance Fund, as set out in the original report from the surveyor.

Heritage Centre. The figure of £3,697 which could be found in the 2008/2009 budget document.

Accruals. The need to pay for the 2008/2009 costs in 2009/2010.

Investments. Re-investment of funds into higher interest accounts after 31 March 2009, and the re-investment of money currently held in the deposit account. The length of time funds had been invested, could be invested in the future, bank guarantees, the external advice available, and how to achieve the best rate of interest. The RFO advised to spread the risk through mainstream banks so there was a guarantee. The use of mainstream banks and the level of investment and the time frame were discussed further. The Chairman proposed that the Clerk look into the use of mainstream banks with the best rates and a guarantee. She said that members would be party to the decision. A vote was taken to agree the transfers and accruals. (For: 6, Against: 0, Abstentions: 0).

Decision: The following transfers were to be made in the priority order shown, subject to advice from the Management Accountants:

Clerk

<u>Code</u>	<u>Heading</u>	<u>Amount</u>	<u>Reserve</u>
1272	Elections	£10,000	Election Reserve

5171	Maintenance Fund	£4,256	LMC Maintenance Fund
1276	Heritage Centre	£3,697	Heritage Centre

The following accruals were agreed:

Clerk

Audit Fees 2009/2010 £2,000 2 x Internal/1x External Audit

The Clerk was to look into making investments in mainstream banks with the best rates and a guarantee.

Clerk

11/09 EXCLUSION OF MEMBERS OF THE PUBLIC AND PRESS

The Motion: “This Council resolves to exclude members of the public and the press for Item 12 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 Tough. A vote was taken. (For: 6, Against: 0, Abstentions: 0).

Resolution: Agreed.

Clerk

ITEMS CLASSIFIED AS EXEMPT

12/09 STAFF MATTERS

The probationary report for the Asst Clerk was discussed. The Chairman asked that the recommendations be agreed.

Decision: The report and recommendations were agreed.

CONCLUSION - This concluded the business of the meeting at 8.50pm
 Confirmed at the meeting held on 6 April 2009
 Signed.....
 Chairman