

# PARISH COUNCIL OF DENMEAD



## MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 4 NOVEMBER 2015 IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

<u>Members:</u>	Cllr K Andreoli (Chairman)	(P)
	Cllr F Hull	(P)
	Cllr P Langford-Smith	(P)
	Cllr K Scholey	
	Cllr G West	(P)

Also present: Tony Daniells, Clerk to the Council.

- 039/16FAP Apologies for Absence:** Apologies for absence were received from Cllr Scholey.
- 040/16FAP Declarations of Interest:** Cllr Andreoli declare a personal and prejudicial interest in part of agenda item 9, 2016/17 grants application for Denmead in Bloom, as his wife was a volunteer for DiB. The Clerk was also included on the Order for Payments being considered at agenda item 13(a).
- 041/16FAP Minutes of the Previous Meeting:** The Minutes of the Meeting held on the 23 September 2015 were submitted for approval. **It was unanimously RESOLVED that the Minutes be accepted as an accurate record and were duly signed by the Chairman.**
- 042/16FAP Public Participation (SO.1 (c)):** There was no requirement for a Public Session.
- 043/16FAP Correspondence**
- (a) Bakers Solicitors: A claim for damages from a lady who received a cut to her leg from the bicycle roundabout in the Ashling Park playarea had been received. The claim had been forwarded to the Council's insurance company. **NOTED.**
- (b) WDALC AGM: A request for nominations for roles in WDALC had been received. The timing of the request was such that the closing date for nominations was prior to the next Full Council meeting. Cllr Lander-Brinkley, as the Council's representative to this body, had been informed and asked if he wished to be nominated. **It was RESOLVED that Cllr Lander-Brinkley would be nominated if he so wished.**
- (c) Denmead War Memorial Hall: An email dated 1 November had been received advising the Council of issues with drainage at the Hall caused by a blocked soakaway. This was sited underneath the car park. A meeting had been requested to explain the problem and discuss a way forward. **It was AGREED that the Clerk would respond and arrange a meeting to understand the issue and the options to remedy the problem.**
- 044/16FAP Parish Council's Website**
- (a) It was asked that the link from the website to Denmead Youth Partnership was removed as the youth information was out of date.
- 045/16FAP Heath Field**
- (a) Boundary Survey: The Clerk advised the Committee that the Surveyor engaged to define the boundary to the Heath Field will start work on Friday 6 November 2015. **NOTED.**
- (b) Letter regarding fence damage: A letter dated 8 September had been received from a resident of Ashling Gardens related to damage to a fence. Amenities Committee [min ref:022/16A(a)] had previously agreed that no action should be taken until the boundary review was complete. **It was AGREED that the Clerk would respond to the resident to that effect.**
- 046/16FAP Pensions Auto enrolment**
- (a) The Clerk advised that automatic enrolment into a qualifying pension scheme was mandatory for

all employees from 1 November 2016. Two members of the Groundstaff team would need to be enrolled. This should be considered when setting the 2016/17 budget. **NOTED.**

**047/16FAP 2016/17 Admin Budget**

- (a) The Committee considered the draft Administration budget, taking it line by line. In the discussions
- The NI Contribution figure was queried and the Clerk was asked to confirm this figure with the RFO
  - The decrease in insurance premiums was noted but would increase once the Old School was added to the Council's policy.
  - The charging of business rates for the Pavilion was challenged and if business rates were payable on the Old School.
  - The charges for website hosting were considered high and the Clerk was asked to examine these costs.
  - A budget for Youth Provision should be taken at next Council on 25 November with the DAN Nights and Wednesday Project being shown separately.

**It was unanimously RESOLVED to take the draft Administration budget forward to the budget workshop on 26 November 2015 with no amendments.**

- (b) Committee considered the request for Grants in the draft Administration Budget. The following changes were proposed.
- Denmead Brass Band would be allocated £250
  - West of Waterlooville Advisory Group would be allocated £500 which could be used by that Group to consider any grant requests from the Development
  - £2,000 would be allocated to the Village Centre Manager to help pay for village events such as Apple Day and the Christmas Festival and used to pay for the hire of equipment in support of these events, such as a PA system.
  - A contingency of £2,000 would be allocated for late requests for grants.
  - £250 from this years' budget would be allocated from Special Projects Reserves to fund the book gifts in the grotto at the Denmead Infants School Christmas Fair. This Reserve would be replenished from any underspend at financial year end.

Cllr Andreoli, having declared a personal and prejudicial interest in the grant request for Denmead in Bloom, took no part in the discussion or decision on this request.

**It was unanimously RESOLVED to accept the amendments to the draft Administration budget for the allocation of Grants and to take this forward to the budget workshop on 26 November 2015.**

**048/16FAP Old School**

- (a) Legal Matters: The Clerk reported that the transfer had now taken place and the solicitor was now dealing with the registration of the freehold. She would also look at the apportionment of the rent paid and check whether any repayment was due. An interim invoice had been received. It was also noted that the DCA had not received any notification from HCC that they should stop paying quarterly rent to them. **NOTED.**
- (b) Meeting with the DCA: A meeting with the DCA to discuss lease and other matters relating to the Community Centre had been arranged for 19 November at 7.00pm. **NOTED.**

**049/16FAP Draft Timetable of Council Meetings 2016**

- (a) A draft timetable of meetings for 2016 was tabled by the Clerk. Local elections were to be held on 5 May and this necessitated holding the Annual Parish Assembly meeting on Tuesday 15 March. **It was RECOMMENDED that the schedule would now be taken to Full Council on 25 November 2015 for agreement.**

**050/16FAP Office Closure**

- (a) The Clerk had proposed closure of the Parish Office for the 3 days between Christmas and New Year. **It was unanimously RESOLVED that the Parish Office would close over the Christmas period from noon on Thursday 24 December 2015 until 9.30am on Monday 4 January 2016.**

**051/16FAP Finance**

- (a) **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list**

**10) should be APPROVED in the sum of £17,967.62 including VAT and the receipts of £10,530.87. Further payments of £12,926.94 (including VAT) made since the last orders of payment were RATIFIED.**

(b) Bank Statement: The bank statement had been previously circulated. The statement was reviewed and the balance as at 30 October 2015 was noted. The statement was signed at the meeting by the Chairman and Vice-Chairman.

(c) Term Deposit: The Council had been advised that funds held on deposit were due to mature and their instruction was required. The Chairman had reviewed other Reserves on deposit with the RFO and agreed that funds for Community Buildings (1306), Community Facilities (3016) and Support Projects (3022) be merged. Once the balance reached £30,000, then £25,000 of this Reserve should be placed on deposit.

**It was unanimously RESOLVED that the current maturing fund on deposit, together with any interest was re-invested with the same financial institution.**

**It was further RESOLVED that the reserve funds 1306, 3016, and 3022 be merged into a single fund titled Community Buildings and that the RFO was authorised to invest 25K in a suitable financial institution whenever this fund reached £30k**

(d) Groundstaff Vehicle: The Clerk had written a memo, previously circulated, on options for a replacement vehicle for use by the Groundstaff. The current vehicle was uneconomical to repair. Some funds were available for a replacement vehicle, but this would not meet the full cost of a replacement. The Committee considered the options and the costs associated with each option and how these costs could be budgeted for in future years. The options to repair the current vehicle or buy a used truck were discounted. A new leased vehicle would allow the cost to be met in the next two years from the reserves held for a vehicle replacement, with the final payment being included in budget discussion thereafter. **Based on the quote received, it was unanimously RESOLVED that a new leased vehicle would be taken to replace the existing vehicle and the RFO would be asked to factor costs into the next two years' budget considerations.**

**052/16FAP Any other report which the Chairman deems urgent – NO DECISIONS can be made.**

(a) There were no other reports to be made.

**053/16FAP Exempt Business**

(a) **It was RESOLVED that in accordance with the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personnel matters where publicity might be prejudicial to the special nature of the business.**

The meeting closed at 9.57pm. The next scheduled meeting is Wednesday 16 December 2015