

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 16 DECEMBER 2015 IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

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

Also present: Tony Daniells, Clerk to the Council.

055/16FAP Apologies for Absence: There were no apologies for absence.

056/16FAP Declarations of Interest: The Clerk declared an interest as he was included on the Orders for Payment at agenda item 11(a).

057/16FAP Minutes of the Previous Meeting: The Minutes of the Meeting held on the 4 November 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.**

058/16FAP Public Participation (SO.1 (c)): There was no requirement for a Public Session.

059/16FAP Correspondence

(a) Sector Led Body for External Audit: A letter had been received from HALC and NALC regarding the future of External Audit. Councils had the choice of opting out of this arrangement by 31 January 2016. HALC and the RFO recommended that the Council join in with the sector led initiative. **It was unanimously AGREED to remain opted in to the initiative of the sector led body for External Audit.**

060/16FAP Parish Council's Website

(a) There were no matters raised related to the Parish Council's website. **NOTED.**

061/16FAP Heath Field

(a) Boundary Survey: The Clerk gave an update on progress. The field boundary had been surveyed and he was awaiting a report with the boundary superimposed onto the existing plan. This would be ready in the New Year. **NOTED.**

062/16FAP Electronic Communication

(a) Matters referred by Planning Committee: With a move by WCC towards e-planning, the Planning Committee had requested the purchase of two tablet computers to support electronic planning applications and allow the information to be taken on site visits. In the interests of keeping costs to a minimum, the initial purchase would be for two Kindle Fire tablets and associated protective cases. The effectiveness of these tablets would then be evaluated. **It was unanimously RESOLVED to purchase two tablet computers and cases for use in reviewing planning applications.**

(b) The Clerk made Committee aware that changes in legislation now allowed the serving by electronic means of the summons to councillors to attend meetings. The electronic summons would contain the agenda together with any associated papers. Councillors had the choice of accepting this method or remaining with paper copies of agendas and papers. The Clerk would contact all councillors to determine their preference. **It was unanimously RESOLVED to allow electronic summons to meetings if a Councillor chose to do so.**

063/16FAP Old School

(a) Legal Matters: The Clerk advised that the transfer of the Old School premises to DPC had

completed and the registration of the freehold was in progress. **NOTED.**

- (b) Old School Insurance: The Clerk advised that the Old School building and annexe has now been included on the Council's insurance with Zurich, from 6 December 2015. **NOTED.**

064/16FAP WCC Budget Briefing

- (a) The Chairman had attended a budget briefing from WCC on 8 December. He summarised the presentation by the WCC Leader.

- WCC be had received 35% less in recent years from Central Government and anticipated a 25% reduction in the near future. WCC were looking to protect front line services.
- WCC received 21% of its income from Council Tax and 19% from parking charges.
- WCC would establish an Enterprise Centre for artists in Bar End
- The level of Council Tax Support Scheme from WCC would remain the same as in previous years even though WCC no longer received any grant from Government.
- Devolution would happen but there were still questions over governance. It was felt that both HCC and WCC would devolve more services down to parish councils.

The council tax base and amount of support grant from WCC were now known and the Clerk had used this to indicate the band D equivalent council tax for Denmead. **NOTED.**

065/16FAP Finance

- (a) **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 12) should be APPROVED in the sum of £12,102.90 including VAT and the receipts of £1,719.50. Further payments of £11,022.46 (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 27 November 2015 was noted. The statement was signed at the meeting by the Chairman and Vice-Chairman.
- (c) Accounts: The accounts for November 2015 had been published. **NOTED.**
- (d) Term Deposit: The Council had been advised that funds held on deposit were due to mature and their instruction was required. **It was unanimously RESOLVED that the current maturing fund on deposit, together with any interest was re-invested with the same financial institution for an 18 month term.**
- (e) Groundstaff Vehicle:
- i. The decision to investigate a repair to the Groundstaff vehicle and so allow further use of the vehicle or achieve a better part exchange value was **RATIFIED**. The vehicle was considered to be repairable at a justifiable cost.
 - ii. The previous decision [min ref:051/16FAP(d)] to lease a new Groundstaff vehicle was **RESCINDED** due to further information being available regarding the disposal of the vehicle at the end of the lease period.
Further discussions took place on the timing, type of vehicle and cost of a replacement. It was agreed that a Ford Transit Crewcab was the best vehicle based on DPC's usage. The outright purchase of a new vehicle was preferred to a leasing option. Cllr Brown may know of a source of such vehicles **It was AGREED that the Clerk would source a new vehicle of the type agreed**

066/16FAP Any other report which the Chairman deems urgent – NO DECISIONS can be made.

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

067/16FAP 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 8.45pm. The next scheduled meeting is Wednesday 3 February 2016.