



PARISH COUNCIL OF DENMEAD

MINUTES OF A MEETING OF THE **FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 18 MARCH 2015** IN THE FURZELEY ROOM, OLD SCHOOL, DENMEAD commencing at 7.30 pm

<u>Members:</u>	Cllr N Lander-Brinkley (Chairman)	(P)
	Cllr K Andreoli	(P)
	Cllr R Hallett	(P)
	Cllr P Langford-Smith	(P)
	Cllr K Scholey	(P)
<u>Also present:</u>	Tony Daniells, Clerk to the Council.	

- 078/15FAP** **Apologies for Absence:** There were no apologies for absence.
- 079/15FAP** **Declarations of Interest:** There were no Declarations of Interest made at this time.
- 080/15FAP** **Minutes of the Previous Meeting:**
The Minutes of the Meeting held on the 4 February 2015 were submitted for approval. **It was RESOLVED that the Minutes be accepted as an accurate record and were duly signed by the Chairman.**
- 081/15FAP** **Public Participation (SO.1 (c)):** There was no requirement for a Public Session.
- 082/15FAP** **Correspondence**
(a) Young People's Project: A request for a grant to deliver a 'circus skills' programme at the MDA in June/July had been received. The Chairman advised the Committee that there were unspent grant funds from 2014/15 and available for allocation through WoWAG. These could be used to fund this project. The grant allocated in 2015/16 could be used to provide a Christmas tree. **It was AGREED to refer this request to WoWAG for consideration.**
- 083/15FAP** **Parish Council's Website**
(a) Councillor Andreoli reported that the uploading of reports for meetings onto the website was slow due to the limited broadband speeds available at the Parish Office. He asked if this could be upgraded as the cost to do so was minimal. **It was unanimously RESOLVED that the broadband service at the Parish Office was upgraded to BT Infinity.**
- 084/15FAP** **The Barn**
(a) The Clerk confirmed that the sale of The Barn had now completed. The net receipts from the sale had been transferred to the Parish Council. The RFO was investigating if the VAT paid by the solicitor could be recovered by DPC. **NOTED.**
- 085/15FAP** **Finance**
(a) **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 15) should be APPROVED in the sum of £16,662.71 including VAT and the receipts of £112,095.93. Further payments of £11,284.71 (including VAT) made since the last orders of payment were RATIFIED.**
(b) Accounts: The accounts for February 2015 had been published. Councillors noted that the overspend on Neighbourhood Planning was because the funds were held by WCC and further sums had yet to be drawn down. **NOTED.**
(c) Bank Statement: The bank statement giving the current account balance as at 25 February 2015 was **NOTED.** A signed and dated copy of the statement is filed with these minutes.
(d) Year End Position: The Chairman referred to a memo dated 13 March 2015 from the RFO and previously circulated. This looked at the likely year end position and identified available funds to part repay the PWB Loans but showed a shortfall to full repayment. The RFO proposed that some funds in SAGE code 3011 were to remain earmarked but other funds held from previous years in this code should be made available for use. These funds, together with those from

Sage code 3016, Community Shared Services would be used to make up the shortfall to repay the PWB loans.

At year end, any unspent funds from the H&GP budget would be saved in H&GP Projects. Audit fees and recruitment expenses would be earmarked in SAGE code 3011 with any further unallocated underspend from the Amenities and FA&P budgets being used to replenish that used from SAGE code 3016.

Cllr Andreoli recalled that some funds from the Amenities budget had been earmarked to complete the refurbishment of the remaining section of the footpath at Harvest Field. Cllr Scholey asked that any underspend from the Tree budget be carried forward to 2015/16 as the budget from that year had been pruned. He would also like to see funding to allow the car park at Goodman Fields to be completed. **It was RESOLVED that the PWB Loans were repaid using available funds previously identified together with funds from SAGE codes 3011 and 3016.**

When the loan repayments figures were available, the Chairman and one other signatory would authorise the repayment.

- (e) Village Centre Map: A map for the village centre was needed but the Parish Office was unable to supply a copy with sufficient definition when printed at size A2. An external company had been asked to quote to supply one. A price was awaited. The Clerk asked if this could be approved with a limit set as to its cost. **It was AGREED that the map production should proceed up to a limit of £500 with funding taken from Village Centre Maintenance.**

086/15FAP Recommendations from other Committees

- (a) Year End Underspend: The Highways and General Purposes Committee recommended that any underspent monies from its budget for the financial year 2014/2015 should be placed in Earmarked Reserves SAGE code 3020 [min ref: 117/15H]. **It was unanimously RESOLVED that any unspent funds from HA&GP be earmarked in SAGE code 3020.**
- (b) Pavilion Roof Replacement: **It was unanimously RESOLVED that funds taken from the Earmarked Reserves – Special Projects to replace the Pavilion Roof were replenished with any underspend from the Amenities budget in the year 2014/15.**
- (c) Tree budget: **It was unanimously RESOLVED that any underspend from the Tree budget be carried forward to that budget in the 2015/16 financial year.**

087/15FAP Any other report which the Chairman deems urgent – NO DECISIONS can be made.

- (a) The Chairman advised the Committee that new Terms of Reference had been agreed for the West of Waterlooville Forum. This now allocated a place on the Forum to a Councillor from each of Denmead and Southwick and Widley Parish Councils.
- (b) The Chairman referred to an email from WCC regarding works to a protected tree. He would respond to WCC and also attend a meeting with WCC together with the Clerk.

088/15FAP Exempt Business

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 8.32pm. The next scheduled meeting is Wednesday 29 April 2015