

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 3 FEBRUARY 2016 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
Cllr G West (P)

Also present: Tony Daniells, Clerk to the Council.

069/16FAP Apologies for Absence: Apologies were received from Cllr Scholey.

070/16FAP Declarations of Interest: There were no Declarations of Interest made at this time.

071/16FAP Minutes of the Previous Meeting: The Minutes of the Meeting held on the 16 December 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.**

072/16FAP Public Participation (SO.1 (c)): There was no requirement for a Public Session.

073/16FAP Correspondence

- (a) Zurich Insurance: The Clerk reported that based on evidence supplied by him, our insurance company had repudiated a recent claim for personal damages. The other party's solicitor had not challenged this decision. The case was now being closed. **NOTED.**
- (b) i. Denmead Business Directory: The Chairman referred to an email from the Market Towns Development Officer on her plans to update and republish the Business Directory. DPC were asked to underwrite the costs but she hoped to cover the costs from the businesses but there would be a shortfall of between £270-£300. The Chairman proposed that DPC cover this from any underspend in Subscriptions and Publications with any further shortfall to be taken from the Chairman's Allowance. **It was RESOLVED by a majority that any shortfall would be made up by DPC from the funds proposed.**
- Cllr Langford Smith declared a personal interest in the above item as she intended to advertise her business in the Directory and took no part in the voting on this item.
- ii. The Chairman also referred to the Chicken Run event and the costs involved in running this event. This was to be held in the 2016/17 financial year where funds had been allocated to assist with such events.

074/16FAP Parish Council's Website

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

075/16FAP Heath Field

- (a) Boundary Survey: The Clerk was still awaiting the report from the Surveyor with the boundary superimposed onto the existing plan. **NOTED.**

076/16FAP Council Strategy

- (a) The Clerk had previously circulated a proposed strategy for this Council until the end of its term in 2019. The Committee considered this to be a good discussion document. Cllr Scholey, although unable to attend the meeting, had made his comments on the further use of Council owned open spaces. The proposal would require some amendment and it was agreed that an informal meeting to discuss this further should be arranged. **It was AGREED to hold an informal meeting to discuss the strategy prior to the next Council meeting if a suitable evening could be arranged.**

077/16FAP Old School

- (a) The Chairman had no update to give as there had been no further meetings between DPC and the DCA. The Clerk reported that the DCA had paid their quarterly rent and contribution to the insurance on the building. The building was now registered to DPC with the Land Registry. **NOTED.**

078/16FAP Pavilion Wifi

- (a) Broadband and wifi is available at the Pavilion but inaccessible to users of the Hall without special setup. It was questioned whether wifi could be more generally available to users of the facility. During the discussion, the reason for applying secure controls so as to protect the young people's use during DAN evenings was given. Access to others could be given if requested beforehand. The use of 'Friendly wifi' was suggested as this internet access has been checked and verified so that inappropriate websites are blocked. No compromise was reached on wifi access. **It was AGREED that the Clerk would make enquiries with the Council's IT provider, and ask them to talk with the person who set up the Pavilion wifi, with a view to determining what was possible to provide secure but accessible wifi in the Pavilion.**

079/16FAP Finance

- (a) Groundstaff Vehicle: The Clerk had identified a replacement vehicle and the details were previously circulated. **The decision to purchase this vehicle and funded from any underspend in the current year, together with Reserves allocated for this purpose, was RATIFIED.**
- (b) Orders for Payment (S.O.19): **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 14) should be APPROVED in the sum of £10,717.64 including VAT and the receipts of £11,082.81. Further payments of £13,468.80 (including VAT) made since the last orders of payment were RATIFIED. A payment of £25,208.00 including VAT for the purchase of a replacement Groundstaff vehicle was also APPROVED.**
- (c) Bank Statement: The Chairman commented that the SAGE reconciliation sheet was missing and whilst the balances were correct, he would wait until he had spoken with the RFO before signing. **NOTED.**
- (d) Pavilion Shutters: The Amenities Committee had decided to install motors to operate the Pavilion door shutters in the next financial year. The Committee considered whether this work should be brought forward to this year. A reason for doing so would be to avoid any interference with the Daycare group who wanted to use the Pavilion from March. The funding of this work could be taken from Community Facilities ER and this could be replenished from the budgeted amount in 2016/17. **It was unanimously RESOLVED to proceed with the work to operate the shutters electronically and funded from Reserves.**

080/16FAP Any other report which the Chairman deems urgent – NO DECISIONS can be made.

- (a) The Clerk reported that the Good Councillor Guide had been updated and he could print these off from the office at a lower cost than buying them from HALC. These could also be filed in the Councillors Handbook.

081/16FAP 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 9.00pm. The next scheduled meeting is Wednesday 16 March 2016.