

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 16 MARCH 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 (P)
Cllr G West (P)

Also present: Tony Daniells, Clerk to the Council.

083/16FAP Apologies for Absence: All Councillors were present.

084/16FAP Declarations of Interest: There were no Declarations of Interest made at this time.

085/16FAP Minutes of the Previous Meeting: The Minutes of the Meeting held on the 3 February 2016 were submitted for approval. **It was unanimously RESOLVED that the Minutes be accepted as an accurate record and were duly signed by the Chairman.**

086/16FAP Public Participation (SO.1 (c)): There was no requirement for a Public Session.

087/16FAP Correspondence

- (a) WCC: WCC had notified the Parish Council that their contribution to the uncontested election in May 2015 would be £75.10. **NOTED.**
- (b) War Memorial Hall AGM: The AGM will take place on 4 April. All councillors were invited. The Chairman would try to attend although the invite was to all Councillors. **It was AGREED that the Clerk would circulate the invite to all Councillors.**

088/16FAP Parish Council's Website

- (a) There were no matters raised related to the Parish Council's website. At the recent HALC Conference, those attending had received information about Planning Tracker. The Deputy Clerk had made enquiries to Hugo Fox about having access to this tool. For this to happen, DPC would need to have a website supplied by Hugo Fox but this did not need to be populated with information and the website would be provided for free. A link to this website from the DPC website could be added to allow access to Planning Tracker. **It was AGREED that the Deputy Clerk would make further enquiries on having a website to enable access to Planning Tracker.**

089/16FAP Heath Field

- (a) Boundary Survey: The boundary survey was now complete and the Surveyor's report had been received. This confirmed the boundary and that the fence at the entrance was out of alignment. The Clerk had written to the householder who was questioning ownership of a tree. Cllr Hull recalled that this had been discussed in the late 1990's but no follow up had occurred. The boundary report showed that all the trees on the boundary were inside DPC owned land. The Clerk was asked to write and reiterate the position of the boundary and that the fence should be repositioned. The tree would remain on the DPC side of the boundary as indicated. **It was AGREED that the Clerk would send a further letter to the householder and ask that the fence was repositioned on the boundary.**

090/16FAP Old School

- (a) The Chairman asked the Clerk to distribute the notes taken of the last meeting between DPC and the DCA. The Chairman had received no further update from the DCA on whether they would look to have a full survey carried out on the Old School. The Chairman summarised some of the actions the DCA were taking to attract more users to the Centre. Cllr Rusbridger had been asked to advise the

DCA on the main kitchen refit if required. **NOTED.**

091/16FAP Pavilion Wifi

- (a) The Clerk had contacted Carrera who agreed it was possible to set up a separate wifi at the Pavilion. A meeting with the person who had set up the wifi control at the Pavilion was outstanding due to his work commitments. The meeting was required to discuss any compromise that a separate wifi system might have on the wifi system used by the Youth. Some members considered that all public building had publicly accessible wifi and the Pavilion should also have this facility. **It was AGREED that the Clerk would ask Carrera to prepare a cost of implementing a separate wifi at the Pavilion.**

092/16FAP Finance

- (a) Accounts: The accounts for February 2016 had been published. **NOTED.**
- (b) Orders for Payment (S.O.19): The Clerk observed that this was the first time that all payments were to be paid electronically. **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 16) should be APPROVED in the sum of £6,918.67 including VAT and the receipts of £1,255.07. Further payments of £1,994.04 (including VAT) made since the last orders of payment were RATIFIED.**
- (c) Bank Statement: The bank statement had been previously circulated. The statement was reviewed and the balance as at 29 February 2016 was noted. The statement was signed at the meeting by Cllrs Andreoli and Langford-Smith. **NOTED.**
- (d) Analysis of Asset Register for 2015-16: Committee received a memo from the RFO dated 10 March 2016 on an analysis of the Fixed Asset Register. The Clerk explained that he, the RFO and the Head Groundsman reviewed this register prior to the start of budget discussions to determine what assets were in need of replacement for inclusion in the budget. The Asset Register appeared to be comprehensive and complete and it was asked that a check of 10% on the register was completed. The Clerk advised that the full Register was available for any Councillor wishing to review it. **It was AGREED that 10% of the Register were stock checked and the information on the asset was confirmed to be accurate.**
- (e) Financial Risk Assessment: A Risk Assessment on the financial systems internal controls of Denmead Parish Council had been prepared by the RFO. This was reviewed by the Committee. There were no matters raised relating to the Risk Assessment. **It was unanimously RESOLVED to APPROVE this Risk Assessment.**
- (f) Year End Commentary: The RFO had prepared a short paper on ring fencing some unspent funds as Earmarked Reserves. The Committee discussed the allocation of committed but unspent funds and how this impacted on multi-year projects, with youth projects and tree surveys being cited as examples. The Chairman had agreed to match fund any income raised by the senior youth club for outings up to £100 from unspent funds in the Chairman's Allowance. He had also agreed a contribution of £40 to replace some of the baking trays in the Pavilion kitchen. **It was unanimously RESOLVED to transfer the unspent Election Expenses of £1500 from Sage 3011 to Sage 6053, Truck Replacement.**

093/16FAP Any other report which the Chairman deems urgent – NO DECISIONS can be made.

- (a) There were no matters raised.

094/16FAP 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 9.50pm. The next scheduled meeting is on Wednesday 27 April 2016.