

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE **FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 27 APRIL 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.

095/16FAP Apologies for Absence: All Councillors were present.

096/16FAP Declarations of Interest: There were no Declarations of Interest made at this time.

097/16FAP Minutes of the Previous Meeting: The Minutes of the Meeting held on the 16 March 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.**

098/16FAP Public Participation (SO.1 (c)): There was no requirement for a Public Session.

099/16FAP Correspondence

- (a) Public Dinner in Honour of the Retiring Mayor: An invitation to a public subscription dinner in honour of the retiring Mayor of Winchester, Cllr Angela Clear was **NOTED**.
- (b) Letter from C Caine: A letter in reply to the Chairman's letter of 13 April 2016 was received and tabled at the meeting. **It was AGREED to make payment for the replacement of damaged fence panels, and other comments were NOTED.**

100/16FAP Parish Council's Website

- (a) There were no matters raised related as such to the Parish Council's website. A link had now been provided to a website that gave details of planning applications relevant to Denmead. The information had initially been uploaded from WCC Planning Portal, but not updated since. It was questioned if this was to be updated otherwise the link was not useful and should be removed. The Clerk would enquire of the website provider for a better understanding of how the planning tracker application worked. **NOTED.**

101/16FAP Heath Field

- (a) Boundary Survey: The Clerk reported that the survey was complete and that some households bordering the field had been advised of the position of the boundary. The boundary could not be marked until the vegetation had been cleared to allow this. LWP would be discussing maintenance at their next meeting. **NOTED.**

102/16FAP Old School

- (a) The Clerk reported that the minutes of a meeting between DPC and the DCA had been distributed. A letter from HCC had been received advising that no further rent payments were due to be paid to them from the DCA. The Clerk was now copied on a 'Community Buildings Update' bulletin, as was the Manager of the DCA. **NOTED.**

103/16FAP Pavilion Wifi

- (a) The Clerk had contacted Carrera who agreed it was possible to set up a separate wifi at the Pavilion. It needed to be clarified if separate domains could be established using the one line into the building possibly using a multi access point router. 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. The need to record all access was removed by a change in law. Further discussions centred on the possibility of combining the broadband in the Old School and query if this could have two domains on one line and also to investigate the costs of a third party company supplying WiFi at both sites, as hotels

and pubs have.

It was AGREED that the Clerk would pursue with Carrera, the technical feasibility and costings of implementing a separate wifi at the Pavilion and synergising the use of broadband at the Old School and exploring the costs of using a third party to provide wifi services.

104/16FAP Complaints Policy

The Council's Complaints Policy needed revision. Cllr Nienaltowski had offered to review and update the Policy and the Clerk would work with him to accomplish this. Once updated, the Policy would be brought to Council for adoption. **NOTED.**

105/16FAP Disaster Recovery Plan

The Council has a recovery plan in the event of the loss of the Parish Offices. The Clerk reported that he had reviewed and made some minor updates to the Plan. He had also tested data recovery by restoring files from the backup disk. Members discussed if this plan should extend to electronic data related to youth activities but considered this impractical. **NOTED.**

106/16FAP Finance

- (a) Orders for Payment (S.O.19): **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 01) should be APPROVED in the sum of £12,976.59 including VAT and the receipts of £196,996.11. Further payments of £1,326.15 (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 31 March 2016 was noted. The statement was signed at the meeting by Cllrs Andreoli and Langford-Smith. **NOTED.**
- (c) Term Deposit: A 12 month term deposit for Community Buildings matures on 16 May. **It was unanimously RESOLVED to invest the value at maturity for a further 18 month period with the same provider.**
- (d) Denmead Scene: The Committee considered the need for an increase in the print run from 3,250 to 3,500 copies for each issue, at an increase in cost of £11. The frequency of each issue and the method of distribution were also raised but any decision on this would be considered as part of the discussions Council were having on its strategy to 2019. It was also suggested that each issue should be delivered to all businesses in the village as happened in the past. **It was unanimously RESOLVED to increase the print run to 3,500 copies per issue.**
- (e) Planning Resource: **It was AGREED to take out a subscription to the electronic publication of Planning Resource at a cost of £140 per annum funded from the Subscription budget. It was further AGREED to refer a subscription of the NALC publication of DIS Extra to Council to consider its value and whether to continue this subscription.**
- (f) 2015/2016 Accounts
- i. The Internal Auditor will carry out a review of the year end accounts during his visit on 13 May 2016. **NOTED.**
 - ii. A copy of the audit-final year end accounts for 2015/2016 were received. The slight overspend to some budgets were noted and the major overspend was caused by the need to replace the Groundstaff truck. The year-end position was satisfactory and there were no actions necessary. **NOTED.**
 - iii. **It was AGREED to release the year end accounts to the Internal Auditor for his visit in May.**

107/16FAP Any other report which the Chairman deems urgent – NO DECISIONS can be made.

- (a) The Clerk enquired if the all councillor meetings were to be held in this year. Members agreed their usefulness but would defer a decision until after the Annual Council Meeting in May.

108/16FAP 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 9.10pm. The next scheduled meeting is on Wednesday 6 June 2016.