

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE **FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 8 JUNE 2016** IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

Members: Cllr K Andreoli (Chairman) Cllr I Brown (P)
Cllr P Langford-Smith (P) Cllr S Nienaltowski (P)
Cllr M Willoughby (P)

Also present: Tony Daniells, Clerk to the Council.

001/17FAP Apologies for Absence: Apologies were received from Cllr K Andreoli. In the absence of Cllr Andreoli, Cllr Langford-Smith took the Chair.

002/17FAP Declarations of Interest: There were no Declarations of Interest made at this time.

003/17FAP Minutes of the Previous Meeting: The Minutes of the Meeting held on the 27 April 2016 were submitted for approval. As there was not a quorum of Councillors who were present at the last meeting who could agree the accuracy of the minutes, this was referred to Council to agree.

004/17FAP Public Participation (SO.1 (c)): There was no requirement for a Public Session.

005/17FAP Correspondence

(a) There was no correspondence to receive.

006/17FAP Parish Council's Website

(a) A link had now been provided to a website that gave details of planning applications relevant to Denmead. The site was now refreshed daily. The Clerk would enter the website into the HALC Communications Awards for 2016. It was queried why the Working Party meeting dates and papers were not shown on the website, but as these meetings were not open to the public, they were not publicised. There were no other matter arising. **NOTED.**

007/17FAP Old School

(a) There were no updates to report. The Clerk reported that the Trustees were unsure about agreeing a full repairing lease renewal. Previously, when HCC owned the premises, they would support structural repairs. The Clerk suggested that Cllr Andreoli raise this at the next DCA Executive meeting. **NOTED.**

008/17FAP Pavilion Wifi

(a) The Clerk had contacted Carrera who confirmed that a separate line would be needed to provide free wifi at the Pavilion. The Clerk had also obtained pricing information from suppliers who provided free public wifi. The solutions were scalable and costs rose as the number of concurrent users rose. Other services could be added using menu based pricing. The Clerk outlined the facility that could be offered with users having to agree to supply some means of identification to be able to access the system. Once they had wifi access, the first page they saw could be used to promote DPC or events. The service was legally compliant and blocked access to websites identified by the Internet Watch Foundation (IWF). This solution could also be considered for the Community Centre. During discussions on this matter, it was considered that

- The technical person that set up the systems at the Pavilion had not made himself available to discuss this with DPC's own IT supplier
- As DPC own the Pavilion, a public wifi service should be provide and managed by the Council
- A public wifi service was something that the Council would like to offer users of the Pavilion

It was unanimously RESOLVED that the current system was replaced and that DPC provide a wifi service at the Pavilion which was freely available to all users.

009/17FAP Finance

- (a) Orders for Payment (S.O.19): **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 03) should be APPROVED in the sum of £9,623.46 including VAT and the receipts of £1,725.60. Further payments of £11,465.19 (including VAT) made since the last orders of payment were RATIFIED.**
- (b) Accounts: The accounts for May 2016 had been published. **NOTED.**
- (c) Bank Statement: The bank statement had been previously circulated. The statement was reviewed and the balance as at 31 May 2016 was noted. The statement was signed at the meeting by Cllr Langford-Smith. **NOTED.**
- (d) Printing of VDS: The Clerk had received the balance of funds from grants received to prepare a Neighbourhood Plan. This could be used to fund the printing of 250 copies of the revised Village Design Statement at a cost of £1500. **It was unanimously RESOLVED that these funds be used to print the VDS.**

010/17FAP Matters referred by the Amenities Committee

- (a) Purchase of a tractor mounted drag brush: Amenities Committee approved this purchase at a cost of £630 plus £75 delivery and referred it to this Committee to consider a source of funding. Whilst this Committee could agree to fund this purchase from Reserves, there was an outstanding question over the cost of replacement brushes and if this then made the purchase from the chosen supplier the most cost effective. **It was unanimously RESOLVED to fund a purchase from 3010 Landscape Maintenance Earmarked Reserves after confirming the most cost effective supplier.**
- (b) Kidmore Lane Car Park: Cllr Langford-Smith outlined the proposed works. The Amenities Committee approved the removal and replacement of the hedge to the frontage of Kidmore Lane Car Park and to re-grass the area. Until quotes for the work had been requested and received, no decision on funding could happen. **It was AGREED to obtain quotes and bring back to Committee for funding.**
- (c) Repairs to Tractor L3250: The Clerk reported that the clutch on the large tractor had gone. This was due to wear. In all the years that DPC had owned this tractor, this was the first failure of the clutch. Repair estimates had been obtained. The cost involved a high labour charge as to access the clutch required removal of the cab. It was recommended that once stripped, the clutch assembly should be replaced rather than just the plate and bearing. **It was unanimously RESOLVED that repairs to the tractor were carried out using Chichester Farm Machinery with the costs taken from 6050 Machinery Maintenance.**

011/17FAP Any other report which the Chairman deems urgent – NO DECISIONS can be made.

There were no other matters raised.

012/17FAP 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 8.35pm. The next scheduled meeting is on Wednesday 22 July 2016.