

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 9 NOVEMBER 2016 IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

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

Also present: Cllr N Lander-Brinkley, one member of the public and Tony Daniells, Clerk to the Council.

- 043/17FAP Apologies:** There were no apologies for absence. Cllr Langford-Smith took the chair as Vice-Chairman of Council.
- 044/17FAP Declarations of Interest:** Cllrs Langford-Smith and Brown declared a prejudicial interest in agenda item 12(a) as Cllr Langford-Smith would be in receipt of a payment submitted for approval.
- 045/17FAP Minutes of the Previous Meeting:** The Minutes of the Meeting held on the 28 September 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.**
- 046/17FAP Public Participation (SO.1 (c)):** At 7.32 pm the meeting recessed into open forum to allow questions and comments from Cllr Lander-Brinkley and a member of the public. The meeting reconvened at 7.44 pm.
- 047/17FAP Correspondence**
(a) Denmead Junior School: A request for a donation towards the School's Christmas Fayre had been superseded by a grant request which was covered at minute 051/17C
- 048/17FAP Parish Council's Website**
The Council's website has been entered into the 2016 HALC Communications Awards and been placed third overall. The Newsletter had also been entered and been placed second. Cllr Nienaltowski commented on how easy it was to navigate the website. **NOTED.**
- 049/17FAP Old School**
There was no update relating to the Old School and the survey or lease renewal with the DCA. Grants to refurbish the main kitchen had been received by the DCA and this work was planned to start in late December. **NOTED.**
- 050/17FAP Pavilion Wifi**
The Clerk had previously circulated costings for the hardware and installation of a wifi system. These were all one off costs. The Clerk stated that a third party filtering service would be needed and users would have to register with this before using it. The cost of this would be dependent upon the services required but he gave a cost of £15/month.
In the discussion that followed,
- the various bodies that set guidelines for friendly wifi were listed and include NSPCC, Kidscape, Childline, Bullying UK, Children 1st, CEOPS, ThinkUKnow, Internet Matters, UK Council for Child Internet Safety, Internet Watch Foundation, Family Online, Safety Institute.
 - The costs of providing the existing service were discussed. DenSaT provided the equipment with DPC paying for the line rental. The equipment belonging to DENSaT would be returned to them.
 - This matter had been on the agenda for a number of meetings and it was agreed that the new wifi service would provide the safeguards that were required. The IT provider would be asked to give timescales for installation.
- It was unanimously agreed to obtain costings for a third party filtering service and a timescale to install Government backed 'Friendly Wifi' for the next meeting.**

051/17FAP 2017/18 Admin Budget

The Committee considered the draft Administration budget, taking it line by line. In the discussions

- i. The admin staff salaries should be increased to £72,500 to allow for additional hours by the RFO at year end and budget setting
- ii. Admin staff pensions were queried over the contribution by DPC and the proposed budget. The Clerk would review this with the RFO
- iii. Cllr Nienaltowski agreed to review the lease with the DCA with regards to rent increases for use of office space.
- iv. Admin NI contributions were based on previous years as it was difficult to work out contributions based on earnings limits and other exemptions.
- v. An additional subscription may be due for use of mapping software linking to the GIS system.
- vi. A revision to the Neighbourhood Plan may require consultant fees and this should be budgeted for. A figure of £2,000 would be added into the draft budget for this.
- vii. Some statistics had been requested from the CAB to show use of the outreach service in Denmead. The Clerk would chase these to be available to support a grant request at the meeting on 17 November 2016.

It was unanimously RESOLVED to take the draft Administration budget forward to the budget workshop on 17 November 2016 with the agreed amendments.

Committee considered the request for Grants in the draft Administration Budget. The following changes were proposed.

- Denmead Brass Band had submitted their supporting paperwork late and this was tabled at the meeting. It was agreed to allocate £250 as requested.
- West of Waterlooville Advisory Group would be allocated £500 which could be used by that Group to consider any grant requests from the Development
- Should the grant to DHS for the Summer Show be increased to reinvigorate the Show. It was agreed to leave this at £500 as requested but to discuss an increase with DHS for future years.
- £250 would be allocated to a late application by Denmead Junior School PTA towards a defibrillator. The supporting paperwork was tabled at the meeting.

It was unanimously RESOLVED to accept the amendments to the draft Administration budget for the allocation of Grants and to take this forward to the budget workshop on 17 November 2016.

052/17FAP Draft Timetable of Council Meetings 2017

A draft timetable of meetings for 2017 was tabled by the Clerk. **It was unanimously RECOMMENDED that the schedule would be taken to Full Council on 30 November 2016 for agreement.**

053/17FAP Office Closure

The Clerk had proposed the closure of the Parish Office for the 3 days between Christmas and New Year. Office staff would take annual leave during this period, which they had agreed to do. **It was unanimously RESOLVED that the Parish Office would close over the Christmas period from noon on Friday 23 December 2016 until 9.30am on Tuesday 3 January 2017.**

054/17FAP Finance

- (a) The meeting would be inquorate for this item as Cllrs Brown and Langford-Smith had declared a prejudicial interest. To allow payments to other suppliers to be approved by a quorum, it was agreed that payments to Mrs Langford-Smith would not be considered.

Orders for Payment (S.O.19): **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 10) should be APPROVED in the sum of £12,668.31 including VAT and the receipts of £5,976.70 with the exception of payments to Mrs P Langford-Smith. Further payments of £10,010.67 (including VAT) made since the last orders of payment were RATIFIED. A further payment of £7,294.76 for the Parish Council's Insurance premium was APPROVED.**

- (b) Accounts: The accounts for October 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 October was reviewed and AGREED. The statement was signed at the meeting by the Chairman.

- (d) Funds Transfer: The RFO had recommended the transfer of temporary surplus funds to other accounts. Cllrs Nienaltowski and Willoughby agreed to be signatories to the new accounts. **It was unanimously RESOLVED to deposit £20,000 into a new account with Julian Hodge Bank and £30,000 into a new account with Cambridge and Counties.**
- (e) Burial Ground Funds: **It was unanimously RESOLVED to reinvest a maturing deposit with Julian Hodge Bank for a further two year term.**

055/17FAP 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 9.40pm. The next scheduled meeting is on Wednesday 21 December 2016.

PUBLIC SESSION

Finance Administration & Personnel Committee – 9 November 2016

Cllr Lander-Brinkley and 1 members of the public present

Mr Hull, Chairman of Denmead Swings and Things, had concerns over the staffing levels at DAN and Senior Club evenings and the ability to meet standards for duty of care. The young people at the Senior Club often asked for advice and support. With the current staffing levels on this night, it was not possible to dedicate time to giving this.

He had further concerns with

- The replacement of the current wifi service at the Pavilion. He was unsure what would happen to existing facilities via the router
- There was no information on exempt business on the agenda
- Document supplied in support of the youth service were stapled in the wrong order.

The Clerk responded to these concerns

- A vacancy advert for a youth worker had been agreed with the organiser of Dan and was posted in various locations and being distributed by UK Youth
- Ownership of equipment used in the current wifi service would remain with DENSaT
- Some councils listed their exempt business whilst others did not. This council had never listed items for discussion under an exemption
- The document had been distributed in the order received but without page numbering, it was difficult to know the order.

Cllr Lander-Brinkley summarised the background to the youth service and stated its value had been in the decrease in anti social behaviour. The service was the envy of many other councils. He was pleased to see the active interest being taken by council. It was good practice to review the service periodically and maybe the time was now right for this. Whilst the review was being conducted, this should not impact the current service or jeopardise it in any way, with the youth club budget for the next year remaining the same as in this year.