



# PARISH COUNCIL OF DENMEAD

MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 7<sup>th</sup> JUNE 2017 IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

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

Also present: Brendan Gibbs, Clerk to the Council

- 1/18FAP Apologies:** Apologies for absence were received from Cllr Andreoli.
- 2/18FAP Declarations of Interest:** There were no declarations of interest at this time.
- 3/18FAP Minutes of the Previous Meeting:** The Minutes of the Meeting held on the 26<sup>th</sup> April 2017 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**
- 4/18FAP Public Participation:** There was no requirement for a public session.
- 5/18FAP Correspondence:**  
An item of correspondence relating to a potential third party liability claim has been received. A discussion in response to the correspondence took place in the exempt business section of the meeting.
- 6/18FAP Parish Council Communications:**  
Committee email addresses: It was agreed to ask Carrera UK to set up four webmail email accounts for the main committees. At the same time Cllr Willoughby will assist the Clerk in evaluating a server based solution offered by Carrera UK.
- The Clerk was asked to provide copies on any relevant material to Cllr Willoughby.
- 7/18FAP (a) Old School:**  
The Parish Council received the transfer of the freehold of the Old School site on the 23<sup>rd</sup> September 2015 from Hampshire County Council. With the transfer came the residue of a twenty-one year lease (dated 26<sup>th</sup> May 2004 but commencing on the 25<sup>th</sup> January 2002) between the Parish Council and Hampshire County Council and a Declaration of Trust between the Parish Council and the Denmead Community Association (DCA) also signed on the 26<sup>th</sup> May 2004. This formed the basis of the Parish Council's custodian trustee status to hold the lease on behalf of the Community Association.
- Whilst Hampshire County Council held the freehold they chose to incur some costs that would normally be the responsibility of a tenant such as the Community Association. There is now a need to meet the costs of a five year electrical condition report that will satisfy the requirements of British Standard BS 7671 "Requirements for Electrical Installations". The Community Association has asked the Parish Council to meet the costs of the report and the certification.
- A discussion took place during which the following points were noted.
- The lease as assigned to the Community Association was known as a Full Repairing and Insurance (FRI) Lease.
  - Councillors understood this to mean that the responsibility for meeting the costs of a task such as a five year electrical condition report as required is a tenant (Community Association) responsibility.
  - Correspondence had been received from the Estates Management team at Hampshire County Council explaining their attitude to meeting costs of this nature.

- Historically, the County Council chose to meet these costs by choice and not by obligation.
- In all instances the terms of a lease should be the overriding factor.
- If there was a need to comply with legislation the County Council would then make a choice whether to incur costs or not.

**It was RESOLVED to decline the Denmead Community Association's request to meet the cost of the five year electrical condition report.**

Notwithstanding this resolution there was general agreement amongst members that there was scope for the Community Association to apply for grant funding to meet costs of this nature. There was also general agreement about the need to review who will meet the costs of the Buildings Insurance.

The Clerk was asked to arrange a meeting between Cllr Langford-Smith and the Chair of the Denmead Community Association's Management Committee.

The Clerk was asked to identify the costs of insuring the Old School site separated out from the Parish Council's insurance schedule.

- (b) There is a proposal to install some network cabling in order to connect the Printer/Photo Copier to both the DCA Network and the Parish Council network in order to share resource. As this project is in its infancy this information was **NOTED**.

#### **8/18FAP Financial Regulations**

- (a) The Clerk asked members to consider renewing the Parish Council's Financial Regulations. The existing Financial Regulations were adopted by the Council on the 24 April 2013. Minute reference 110/13FAP refers. The National Association of Local Councils has issued a revised document in January 2016. The two documents were passed to the Committee in order to begin the review discussion.

The Clerk was asked to work with the Responsible Financial Officer (RFO) in order to produce a review report for a subsequent meeting.

#### **9/18FAP Finance**

- (a) Orders for Payment: **Payments of £11,926.28 (including VAT) made since the last orders of payment were APPROVED. It was also unanimously RESOLVED that further payments to be considered and detailed on the Orders for Payment (list 3) should be APPROVED in the sum of £17,971.90 including VAT and that receipts of £17,558.79 are noted.**
- (b) 2016-17 Accounts: The accounts for May 2017 had been published. **NOTED.**
- (c) Bank Reconciliations: The bank statements had been previously circulated. The statements were reviewed and the balances as of the 31<sup>st</sup> May 2017 were noted.

Lloyds Bank 23336468 £281,988.82  
Co-Op Bank 65807918 £10,164.92

**The statements and reconciliations were duly signed by Cllr Langford-Smith.**

- (d) Bank signatories: The Clerk reported that the RFO has requested that the number of councillor signatories of the Lloyds Bank account 23336468 be raised to six with four of these signatories being set up as delegates for online banking.

**It was RESOLVED that Councillors Andreoli, Huntington, Lander-Brinkley, Langford-Smith, West and Willoughby act as signatories for the Lloyds Bank account 23336468.**

**It was RESOLVED that Brendan Gibbs, Jennie Hanman and Councillors Andreoli, Langford-Smith and Willoughby act as full delegates for internet banking for the Lloyds Bank account 23336468.**

The RFO also requested an additional two signatories on the Co-Operative Bank account

65807918 so as to provide three councillor signatories in addition to two signatories from the Parish Office.

**It was RESOLVED that Brendan Gibbs, Jennie Hanman and Councillors Andreoli, Brown and Willoughby act as full delegates for internet banking for the Co-Operative Bank account 65807918.**

- (e) The Clerk reported that the business rates recovery initiative had recovered £11,197.34 from Winchester City Council.

**10/18FAP**      **Mapping and GIS Software:**

- (a) The GIS mapping maintenance contract with Pear Technology had expired on 31<sup>st</sup> March 2017 and had not been renewed. The Council had begun to use Parish Online from the beginning of April 2017. Significant progress has been made in integrating legacy information from the old GIS system into the product. The recently commissioned tree survey and its database had also been successfully incorporated into the product. The Clerk concluded by saying that purchasing some extra modules within the product will enable several levels of access (system administration, management, read-only) to be incorporated.

**It was RESOLVED to purchase the required modules to support the enhanced levels of access.**

The Clerk was asked to pass on the sincere thanks of the FA&P Committee to the Committee Clerk for all the work he has done so far in preparing the product for use.

**11/18FAP**      **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 9.11pm. The next scheduled meeting is on Wednesday 19<sup>th</sup> July 2017

**Finance Administration & Personnel Committee – 7<sup>th</sup> June 2017**

**No Public Session.**