

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 1 FEBRUARY 2017 IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

Members: Cllr I Brown (P) Cllr A Huntington (P)
Cllr P Langford-Smith – Chairman (P) Cllr S Nienaltowski (P)
Cllr M Willoughby (P)

Also present: Cllrs Andreoli, Lander-Brinkley and Rusbridger, Brendan Gibbs, Clerk to the Council and Tony Daniells, Committee Clerk

- 068/17FAP Apologies:** There were no apologies for absence.
- 069/17FAP Declarations of Interest:** There were no declarations of interest at this time.
- 070/17FAP Minutes of the Previous Meeting:** The Minutes of the Meeting held on the 21 December 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.**
- 071/17FAP Public Participation (SO.1 (c)):** The meeting recessed for a public session at 7.32pm. The meeting reconvened at 7.35pm
- 072/17FAP Correspondence**
(a) Hampshire Pension Fund: A letter with the employer contribution rates for the three years from 2017/18 had been received. This had a slight increase but was inline with the budget provision. **NOTED.**
- 073/17FAP Parish Council's Website**
The Clerk proposed that this item covered all communications with residents including the Denmead Scene, and all use of social media.
Cllr Huntington gave a verbal report on the use of Facebook (FB) following her recent attendance on a social media training workshop. She advised how FB could be used to the benefit of parish councils, and to use it to involve residents. She emphasised that FB was a more informal means of communication, and as such should be more personal in its use. The goal would be to link into other discussion sites. FB would be a secondary method of communication. She considered that if FB was to be used for two way communication, then the content would need to be moderated, although this could be time consuming. If used by DPC only, then someone should be responsible for posting content. A workshop for residents, on the use of FB could be considered later in the year. **It was unanimously RESOLVED that communications in whatever form, should be a Full Council matter and guidelines on the use of FB would be referred to Council.**
Cllr Huntington was thanked for her report.
- 074/17FAP Old School**
The main kitchen has now been replaced with a kitchen designed to commercial standards. It was now ready for use. The renewal of the lease between DPC and the DCA was discussed with suggestions made as to why this matter was in abeyance. **NOTED.**
- 075/17FAP Pavilion Wifi**
DPC had now installed a filtered public wifi system in the Pavilion. The IT supplier had applied for a Friendly wifi accreditation. Once received, the password to allow use would be made available. The IT supplier would now look at an automatic way to provide the access password upon users identifying themselves. Filtered content could be amended by use of the white/black list. Any changes should be requested using a simple form to provide an audit trail. Such requests would be compared against the Friendly wifi criteria. The Groundstaff now had a DPC email address. **NOTED.**

076/17FAP Council Strategy

Items in the Strategy that were the remit of this Committee were reviewed. Comments/actions were

- a. Provision of the Old School and viability of the DCA were ongoing. Lease renewal may be dependent upon understanding the long term commitment to the Trustees
- b. Intellectual assets of outgoing staff would be captured by documenting these
- c. The work of the Groundstaff would be promoted using the Denmead Scene. The vehicle should identify that it was a DPC vehicle and being used by DPC Groundstaff
- d. The RFO would be asked if DPC could use the same booking system as the DCA to manage its facilities
- e. The Clerk would review the work schedule of the Groundstaff and give a report to the next meeting of this Committee
- f. Contacts with HCC/WCC Officers would be maintained by the Clerk
- g. Businesses would be asked if DPC could help promote their business by the use of advertising in its publications. If there was a demand for this then DPC would look at ways to facilitate this
- h. An article for the Denmead Scene asking residents to keep hedges under control and maintain ditches had been actioned.

Items appertaining to the Amenities Committee would be reviewed by that Committee at their next meeting.

077/17FAP Finance

- (a) Orders for Payment (S.O.19): **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 14) should be APPROVED in the sum of £12,841.98 including VAT and the receipts of £7,718.08. Further payments of £10,179.90 (including VAT) made since the last orders of payment were RATIFIED.**

078/17FAP 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 9.01pm. The next scheduled meeting is on Wednesday 15 March 2017

Finance Administration & Personnel Committee – 1 February 2017

3 Councillors were present

As the Clerk was stepping down from his role, all three Councillors thanked him for his help and advice and cited examples of where he had gone above and beyond the duties normally expected of him.