

PARISH COUNCIL OF DENMEAD



MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 15th MARCH 2017 IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

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

Also present: Cllrs Andreoli & Brendan Gibbs, Clerk to the Council

- 080/17FAP Apologies:** Apologies for absence were received from Cllr Huntington.
- 081/17FAP Declarations of Interest:** There were no declarations of interest at this time.
- 082/17FAP Minutes of the Previous Meeting:** The Minutes of the Meeting held on the 1st February 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.**
- 083/17FAP Public Participation (SO.1 (c)):** Although there was no requirement for a public session at this point there were three subsequent instances where Cllr Andreoli was invited to contribute to the discussion taking place.
- 084/17FAP Correspondence**
- (a) Correspondence had been received from the DCA manager on behalf of Denmead Age Concern enquiring if a Men's Shed could be erected at the DCA grounds. The Clerk was asked to write to the DCA Management Committee seeking their comments on the proposal.
- (b) Hampshire Pension Fund: A letter with the employee contribution rates for the three years from 2017/18 had been received. **NOTED.**
- 085/17FAP Parish Council Communications**
- (a) **Dropbox:** There was some discussion regarding the topic. The Clerk was asked to put in place a licence for Dropbox that would enable the parish office to control access and permissions. This should be completed before the end of March 2017 and would incorporate all committees and sub-committees. The costs for the licence would come from sage code 5100 (subscriptions).
- (b) **Committee email addresses:** The Clerk was asked to liaise with Carrera UK so that committee email addresses could be set up to distribute mail to all members of those committees.
- 086/17FAP Old School**
- It was noted that the DCA have refurbished their entrance foyer. As a result of this the Clerk was asked to ensure the old materials are not burned on site. **NOTED.**
- 087/17FAP Pavilion Wi-Fi**
- DPC had now installed a filtered public Wi-Fi system in the Pavilion. The Clerk outlined the latest situation and commented that there may be some residual teething problems. Denmead Day Care has now had some further permissions on their subnet so that they are able to access the websites they require to do their day to day business. **NOTED.**
- 088/17FAP Council Strategy**
- The Clerk asked for it to be noted that he would require a little more time to bring himself up to speed with the aims and aspirations of the strategy. He was asked to make sure that his objectives were consistent with those of the strategy.
- 089/17FAP Finance**
- (a) **Orders for Payment (S.O.19): It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 16) should be APPROVED in the sum of £21,174.55 including VAT and the receipts of £3,874.65. Further payments of £11,842.82 (including VAT) made**

since the last orders of payment were NOTED.

- (b) Accounts: The accounts for February 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 28th February 2017 were noted. The statements and reconciliations were signed at the meeting by Cllr Langford-Smith. **NOTED.**
- (d) Bank Signatories: The Clerk was asked to ensure that he became a authority on all the Council's accounts as well as the Council's debit card. **NOTED.**
- (e) Youth Provision Review: The RFO had spoken to the Chairman prior to the meeting indicating that the cost of the Youth Provision Consultant did not come out of the 2016-17 salary budget. The RFO had said that there would be an underspend at the year-end that would meet the costs in full.

At the time of the meeting it was RESOLVED to meet the costs of the consultant from sage code 3011 (special projects) and to cap this amount at £1,000.

At the time of the meeting it was RESOLVED to meet the costs of the Disclosure & Barring Service checks from sage code 3011 (special projects) and to cap this amount at £400.

Subsequent to the meeting and after having spoken to the RFO the costs are being assigned to a new sage code 6166 in order to better manage expenditure arising from the youth provision review.

090/17FAP Mapping and GIS Software:

The Clerk highlighted the importance of ensuring the background data from the recent tree survey was able to be integrated into the new Parish Online GIS mapping. Cllr Langford-Smith said that she would make contact with the marketing team at "getmapping.com" and ask them to contact the Clerk so that his understanding of the product would be greatly improved.

091/17FAP 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 26th April 2017

Finance Administration & Personnel Committee – 15th MARCH 2017

No Public Session.