



PARISH COUNCIL OF DENMEAD

MINUTES OF A MEETING OF THE **FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 26th APRIL 2017** IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

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

Also present: Cllr Rusbridger & Brendan Gibbs, Clerk to the Council

093/17FAP Apologies: Apologies for absence were received from Cllr Willoughby.

094/17FAP Declarations of Interest: There were no declarations of interest at this time.

095/17FAP Minutes of the Previous Meeting: The Minutes of the Meeting held on the 15th March 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.**

096/17FAP Public Participation (SO.1 (c)): There was no requirement for a public session.

097/17FAP Correspondence

(a) Two items of correspondence relating to a potential third party liability claim were received. A discussion in response to the correspondence took place in the exempt business section of the meeting.

(b) The Clerk informed the meeting that councillors would be attending a training course (an introduction to safeguarding) on Saturday 29th April at the Wickham Centre.

It was RESOLVED that members could attend as an approved duty.

098/17FAP Parish Council Communications

(a) **Dropbox:** The Clerk reported that the Dropbox folders had now been set up for all committees and all councillors had been informed that this resource was available for them to use.

(b) **Committee email addresses:** It was agreed that this item should be delayed until membership of the committees are resolved at the Annual Council Meeting on May 17th.

099/17FAP Old School

(a) Cllr Andreoli reported that he had attended the most recent DCA Management Committee meeting.

He reported that hall bookings have increased over the last year with a significant number of regular users now using the building throughout the week. He continued by saying that the annexe store now had a new roof fitted and was now waterproof.

(b) A five year statutory electrical test is now due and the Management Committee has asked the Council if it would agree to pay for this. Whilst the Old School was in the ownership of Hampshire County Council it had agreed to meet the costs of previous tests. The Clerk was asked to ensure that the DCA obtain three quotes from contractors willing to undertake the work.

The Clerk was also instructed to advise the DCA that the Council's budget for 2017-18 meant that it could not meet the costs of the statutory electrical test without having to draw down reserves.

(c) The Clerk spoke about a request to erect a new building within the curtilage of the Old School. It was envisaged that the building would be as large as the current annexe. The purpose of the building was to provide for a "Men's Shed".

Comments from the Committee include the following:

- Financing the project through the planning and construction phases and future funding.
- Planning permission, construction methods and construction materials.
- Ownership, management and maintenance.
- Demand from the community at the moment
- Would there be a commitment from the community to support the project into the future.
- Insurance costs.
- Future management of the building and its approved uses.

It was RESOLVED to refer the request to the Full Council at its meeting in June for a decision. The Clerk was asked to prepare a paper outlining the potential benefits and liabilities of the proposal.

100/17FAP

Council Strategy

- (a) The Clerk reported that he had identified three areas within the Council's Strategy document that were applicable to the Committee. These were to support the work of the Denmead Community Association so as to ensure its continued viability. To maintain the buildings and curtilage of the Old School and to consider refurbishment of the Council's offices. The Clerk was asked to plan for the refurbishment of the offices over the forthcoming year.

101/17FAP

Finance

- (a) Orders for Payment (S.O.19): **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 1) should be APPROVED in the sum of £5,880.04 including VAT and that receipts of £201,087.88 (including the first tranche of the parish precept) were noted. Further payments of £6,250.65 (including VAT) made since the last orders of payment were also APPROVED.**

- (b) 2016-17 Accounts:
(i) The accounts for March 2017 had been published. **NOTED.**
(ii) It was noted that the Internal Auditor will carry out a review of the 2016-17 year-end accounts.

It was RESOLVED to release the 2016-17 year-end accounts to the Internal Auditor.

- (c) Bank Reconciliations: The bank statements had been previously circulated. The statements were reviewed and the balances as of the 31st March 2017 were noted.

Lloyd Bank 23336468 £130,075.78

Co-Op Bank 65807918 £5,594.08

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

- (d) Bank Signatories: It was agreed that this item should be delayed until after the Annual Council Meeting on May 17th. **NOTED.**

- (e) The 2016-17 Year End Position: The RFO had produced a report showing that at the 2016-17 Year End there were three significant underspent budgets.

Including the salaries element it was noted that the Administration budget was underspent by £33,997.67. Including the salaries element it was noted that the Amenities and Amenities projects budget was underspent by £37,880.66 and it was noted that the Highways budget was underspent by £10,466.89

It was unanimously RESOLVED

- To transfer a total of £13,997.67 from the Administration budget to committed funds (Sage Code 3011) with immediate effect.**
- To transfer a total of £5,268.68 from the Amenities and Amenities projects budget to the earmarked Play Equipment fund (Sage Code 3013) and a total of £5,268.68 to the earmarked Landscape Maintenance fund (Sage Code 3010) with immediate effect.**
- To transfer a total of £24,394.61 from the Amenities and Amenities projects budget to**

committed funds (Sage Code 3011) with immediate effect.

- iv. **To transfer a total of £2,948.69 from the Amenities project budget to Ashling Pavilion Maintenance fund (Sage Code 3015) with immediate effect.**
- v. **To transfer a total of £10,466.89 from the Highways & General Purposes budget to committed funds (Sage Code 3011) with immediate effect.**

(f) Hampshire Pension Fund: The Council had received a letter from the Pensions Finance Team at Hampshire County Council informing it of the employer contribution rates to the Hampshire Pension Fund for the next three financial years. The Committee was told that for the year 2017-18 the employer contribution rate would be 14.1% of pay.

In addition, the Committee was informed that a capital charge of £5,700 was required to be paid across as the Council's 2017-18 contribution to make up the Fund's shortfall.

This shortfall is set to be recovered over 25 years. **NOTED.**

102/17FAP **Mapping and GIS Software:**

(a) The Clerk reported that the maintenance contract with Pear Technology had expired on 31st March 2017 and had not been renewed. The Council had begun to use Parish Online from the beginning of April 2017.

The Support team at Parish Online were currently working to extract map layers from the legacy system into their product. The annual fee for the product is £196 although all work to import data is chargeable.

Cllr Langford-Smith asked what levels of access there would be within the application and said that there should be a level whereby a user could extract and print information but that this level should not enable a user to update the data. **NOTED.**

103/17FAP **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 9.21pm. The next scheduled meeting is on Wednesday 7th June 2017

Finance Administration & Personnel Committee – 26th April 2017

No Public Session.