

# PARISH COUNCIL OF DENMEAD

## MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION AND PERSONNEL COMMITTEE HELD ON WEDNESDAY 27<sup>th</sup> SEPTEMBER 2017 IN THE OLD SCHOOL, DENMEAD COMMENCING AT 7.30 pm

<u>Members</u>	Cllr K Andreoli	(P)	Cllr I Brown	(P)
	Cllr P Langford-Smith (Chairman)	(P)	Cllr K Scholey	
	Cllr M Willoughby	(P)		

Also present: Brendan Gibbs, Clerk to the Council.

- 38/18FAP**     **Apologies:** Apologies were received from Cllr Scholey.
- 39/18FAP**     **Declarations of Interest:** Cllr Andreoli declared an interest in the Orders for Payment list as his recent expenses claim will be dealt with at this meeting.
- 40/18FAP**     **Minutes of the Previous Meeting:** The Minutes of the Meeting held on the 23<sup>rd</sup> August 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.**
- 41/18FAP**     **Public Participation:** There was no requirement for a public session.
- 42/18FAP**     **Correspondence:**  
(a) There was no correspondence to receive at this meeting other than that received during each item on the agenda.
- 43/18FAP**     **The Old School:**  
(a) The Clerk told the meeting that the recent electrical certification inspection has identified 41 items where advice had been received. Of these issues there were about four or five items that required prompt attention. There were no issues that required immediate attention.
- The Committee **noted** this information.
- 44/18FAP**     **Financial Regulations**  
(a) The Parish Council's current Financial Regulations were adopted on the 24 April 2013. Between meetings, the Clerk and RFO had incorporated all of the Committee's comments into the revised draft of the proposed new regulations. These were now presented for a final discussion prior to proposal being made to approve them. During the discussion that took place the following points were made regarding the document.
- Any reference to the Internal Auditor's report to the Council should be taken as receiving a written report rather than a report in person.
  - Any contract retention fee should be set at a figure of at least 5%. For larger contracts this figure could be increased depending on the contract's value.
  - No interests in land or property could be bought or sold without first presenting a business case including a consultation with the electorate.
  - The Clerk (as proper officer) shall keep a record of all insurance policies undertaken by the Council.
- It was RESOLVED to adopt the new Financial Regulations with immediate effect.**
- 45/18FAP**     **Parish Council Insurance**  
(a) **Parish Council Insurance:** Two comparable renewal quotations had been received from Zurich Municipal Insurance and Came & Co. Both options offered the opportunity to enter into a long-term agreement for three years with reduced premiums on offer.

**It was RESOLVED that the Parish Council's insurance policy with Zurich Municipal Insurance Ltd would continue with a new three-year agreement being put in place.**

The Policy would commence on the 1<sup>st</sup> October 2017.

**46/18FAP**

**Parish Council Motor Insurance**

(a) Parish Council Insurance: Two comparable quotations had been received from Zurich Municipal Insurance and Came & Co in order to insure the Council's vehicles.

Currently, the policy is underwritten by Came & Co. However, it was considered prudent to consolidate all of the Council's insurance requirements with one provider.

**It was RESOLVED that the Parish Council's Motor Insurance would be place with Zurich Municipal Insurance Ltd for the forthcoming year.**

The Policy would commence on the 13<sup>th</sup> October 2017.

**47/18FAP**

**Replacement Printer/Photocopier**

(a) The current printer/photocopier is on a three-year lease agreement that has reached its conclusion.

The agreement allows the Parish Council to continuing paying the quarterly charges for the current machine with no changes to it but the supplier is now offering a new deal for a more modern machine.

Both the DCA and the Parish Council use the machine with the DCA also cross-charging other groups for their usage.

The Clerk was asked to gather more information about the options available for a replacement printer and for a solution to be found that allows the Parish Council to have a hard-wired connection in place that will also enable the DCA to print wirelessly or directly from their own network.

**48/18FAP**

**Parish Office Refurbishment**

(a) Two quotes for the re-decoration of the Forest Room have been received.

**It was RESOLVED to re-decorate the Forest Room at a price not exceeding £500.**

(b) A discussion took place regarding the refurbishment of the Parish Office once the Forest Room decoration is complete. The following points were raised during the discussion.

- The current phone system is out of warranty (but still serviceable).
- Carpets will need to be replaced in both the Forest Room and Anmore Room.
- The office furniture will require upgrading for existing staff and future staff.
- The Anmore Room will require decoration at some point soon.

**It was RESOLVED to allocate an initial budget of £800 to provide for replacement furniture and carpet for the Forest Room.**

**49/18FAP**

**Staff Training Budgets**

(a) Prior to the 2018-19 budget discussion taking place, it has been decided to review staff training budgets with the Parish Office, Ground Staff and the Youth Club. The following figures show the current budget allocations

Parish Office 5160 £300 allocated with actual spend being £467.06 to date.  
Groundstaff 6080 £2,200 allocated.

Prior to the informal budget meeting of the 16<sup>th</sup> November the Clerk was asked to produce a

structured training plan for the Office and Ground staff.

The Denmead Youth Club Leader will also produce a structured training plan and budget for the Youth Club for 2018-19.

**50/18FAP**

**Estates Management**

(a) Two quotes have been received from Norse South East to cover hedge trimming within the Parish Council's open spaces and greenways. These areas include Wayfarers Green, Hatchmore Road, Forest Road, Kidmore Lane and within the Heath Field. It is hoped that Norse South East will be approved as the Council's preferred supplier of landscaping service in due course.

The quote for the hedge trimming at the Heath Field totalled £1,750.00 plus VAT.  
The quote to cover the other areas came to £4,950.00 plus VAT.

There was confusion as to how much Amenities budget was available as it did not appear to members that there was sufficient budget to cover both quotes.

**It was RESOLVED to accept the quote of £4,950.00 plus VAT for the works within the open spaces and greenways.**

The quote for the work at the Heath Field was referred back to the Amenities Committee for confirmation with an interim reference to the RFO for guidance on a budget cost code.

**51/18FAP**

**Finance**

(a) Orders for Payment: **Payments of £1,395.56 (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 6) should be APPROVED in the sum of £5,810.07 including VAT and that receipts of £197,489.02 are noted.**

**Cllr Andreoli abstained from the vote as he had previously recorded a personal interest in this item as he is in receipt of an order for payment covering a recent expenses claim.**

**52/18FAP**

**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 9.30pm. The next scheduled meeting is on Wednesday 8<sup>th</sup> November 2017