

# PARISH COUNCIL OF DENMEAD

## MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION AND PERSONNEL COMMITTEE HELD ON WEDNESDAY 14 MARCH 2018 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	(P)
	Cllr M Willoughby	(P)		

Also present: Tony Daniells, Clerk to the Council.

**087/18FAP Apologies:** All members were present.

**088/18FAP Declarations of Interest:** There were no declarations of interest made. **Noted.**

**089/18FAP Minutes of the Previous Meeting:** The Minutes of the Meetings held on the 20 December 2017 and 31 January 2018 were submitted for approval. **It was unanimously RESOLVED that the minutes be accepted as an accurate record and were duly signed by the Chairman.**

**090/18FAP Public Participation:** There was no requirement for a public session.

**091/18FAP Correspondence:**

(a) Admiral Cleaning. The Council were advised that pavilion cleaning costs would increase as a consequence of an increase to the National Living Wage. **NOTED.**

**092/18FAP The Old School:** The DCA had advised the Council that they were now in a position to discuss a new lease. Council had previously delegated this matter to this Committee. A Working Party consisting of Cllrs Langford-Smith, Andreoli and Scholey had been formed and it was **AGREED** that the Working Party would continue to comprise of these Councillors. A meeting with the DCA would be arranged by the Clerk to discuss the new lease.

**093/18FAP Legal Services:** At a recent HALC meeting, the Chairman had spoken with Tozers Solicitors and it was noted that they offered a legal service for an annual fee. The Chairman had taken advantage of a free consultation regarding a planning issue via email. Their response had been good. Details of their services and annual fee had been received. **It was unanimously RESOLVED that their services be taken for a year funded by Legal Services (Sage 5190) with the balance met from surplus funds in 2017/18.**

**094/18FAP Council Policy:** The Chairman introduced this item with a verbal summary of a Vexatious Communications Policy adopted by another parish council. This had previously been circulated to members of this Committee. The Complaints Policy referred to vexatious communications but had no specific guidance on handling such communications. **It was AGREED to circulate the sample policy to all Councillors for them to review and comment upon before presenting to Council for adoption.**

The Clerk had also drafted a Petitions Policy to complement the Complaints Policy. **It was AGREED to consider any such policy used by Winchester City Council.**

**095/18FAP Finance:**

(a) Orders for Payment: **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 16) should be APPROVED in the sum of £11,146.00 including VAT and the receipts of £10,279.84 are NOTED. Further payments of £3,609.07 (including VAT) made since the last orders of payment were RATIFIED. The Orders were signed at the meeting by the Chairman.**

(b) February Accounts: The accounts for February 2018 had been published and were received. **NOTED.**

(c) Bank Statements: The bank statements had been previously circulated. The statements were reviewed and the balances as at 28 February 2018 were agreed. The statements were signed at the meeting by Cllr Langford-Smith. **NOTED.**

Lloyds Bank Account Number 23336468 Balance as at 28 February 2018 = £179,891.64  
The Co-operative Bank Account Number 65807918 Balance as at 28 February 2018 = £22,734.00

- (d) CiLCA Training: A second CiLCA training course would be held in September. Attendance by the Deputy Clerk had been previously agreed. **It was unanimously RESOLVED to fund CiLCA training for the Clerk at a cost of £340 with a further £250 to register for CiLCA, funded by EMR 3011 Staff Salaries.**
- (e) Youth Club Computers: The Youth Club used two PCs and a MAC. The hard disks had been removed making the equipment unusable. The youth would like to start using IT again. Cost to install new hardware into the systems had been obtained from Cllr Andreoli and Carrera. **It was RESOLVED by a majority that Cllr Andreoli would upgrade the two PCs funded from the 2018/19 Youth Provision budget and supplemented by any surplus funds from the 2017/18 budget.**  
Cllr Brown would enquire if it was cost effective to upgrade the MAC system.
- (f) National Living Wage: The Committee were advised that the National Living Wage for those aged 25 years and over would rise to £7.88 from 1 April 2018. **NOTED.**
- (g) Council Marquee: A design and price for a branded marquee were received. It was considered that the roof sides should have the branding and the inside back wall also, although the logo here should be smaller than indicated on the design. **It was unanimously APPROVED to obtain an amended design and price.**
- (h) Co-operative Bank Community Directplus Grant: The RFO was to apply for a grant to contribute towards the cost of a water bowser. **NOTED.**

**096/18FAP 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 9.16 pm.

The next scheduled meeting of this Committee  
will be held in The Old School, School Lane, Denmead  
at 7.30 pm on Wednesday 25 April 2018

Signed: \_\_\_\_\_ Date: \_\_\_\_\_