



PARISH COUNCIL OF DENMEAD

MINUTES OF A MEETING OF THE **FINANCE, ADMINISTRATION and PERSONNEL COMMITTEE HELD ON WEDNESDAY 25th April 2018** IN THE OLD SCHOOL, DENMEAD commencing at 7.30 pm

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

Also present: Mr. Gareth Davies, Clerk to the Council and Mr. Tony Daniells, Clerk to the Committee.

098/18FAP Apologies: Apologies for absence were received from Cllr Scholey.

099/18FAP Declarations of Interest: There were no declarations of interest.

100/18FAP Minutes of the Previous Meeting: The Minutes of the Meeting held on the 14th March 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.**

101/18FAP Public Participation: There was no requirement for a public session.

102/18FAP Correspondence:

(a) Two items of correspondence were received:

- (1) Victim Care thanking the DPC for the £100 grant.
- (2) Home Start thanking the DPC for the £1200 grant which is reported to have helped seven families in the Denmead area last year. **NOTED.**

(b) With regards to the letter received from Acumen Salary Central informing the DPC that the wages account is being migrated to James Todd Accountants. It was discussed that that the Council had no prior knowledge of the firm or the migration of business until the correspondence from Acumen. **It was unanimously RESOLVED that a trial period would be given to James Todd Accountants. Depending on the terms of the contract it will be decided if DPC continues business with the firm. The Clerk is to investigate whether a BACS facility is available and options of other service providers used by Parish Councils in the area.**

103/18FAP Old School Lease:

(a) The Chairman informed the Committee that a meeting had taken place between the DCA and the DPC. Representatives of the DCA put forward terms which included a peppercorn rent and it was also explained that the Annex is close to the end of its purposeful life. In conjunction with the income from the Annex and the rent paid by DPC that this amounted to two thirds of the DCA's income. The DCA were dependant on income from the Annex.

The Chairman continued that the DPC had put forward their position, explaining they do not wish to incur any additional burden on the community. The DCA were reluctant to take on a new lease on the building without a full structural survey being conducted.

The DCA agreed to formally request that the DPC share the cost of the survey, the letter was to arrive prior to the Committee meeting, however nothing had been received.

Cllr Andreoli commented that the cost of the survey would be shared between the DPC and the DCA. **It was AGREED to wait until a full structural survey had been conducted before a further discussion can take place regarding lease for the Old School.**

104/18FAP Council Policy:

(a) Vexatious complaints: The Chairman stated that she was concerned with the amount of Council time which is wasted on repetitive questioning and as a result it has been discussed that a vexatious policy is implemented at DPC. A draft copy of the DPC policy was presented before the Council and the following issues were raised:

- (1) Cllr Andreoli commented that throughout the document it refers to complaints without mentioning repetitive questioning.
- (2) The Chairman raised the point of not only covering vexatious complaints but also vexatious behaviour and intimidation of staff which has previously been used by some residents.

It was AGREED that the Clerk obtains information from other Parish Councils with regards to their policy to vexatious behaviour in order to complete DPC policy which would cover the above aspects discussed.

(b) Petitions policy: The Chairman presented two documents to the committee, the first being WCC petitions policy the second being a draft copy of DPC petitions policy. She expressed her concerns in the differences of the policies in that DPC gives the petitioner five minutes in which to present their petition, whereas WCC only give three minutes and that the DPC only ask for twenty signatures whereas the WCC ask for two hundred. She continued that the number signatories needed to be raised in order of the importance of the issue which is being petitioned.

Cllr Willoughby suggested that a policy is put into place which draws boundaries regarding to how communications are responded to. This would be dependent on the number of correspondence received and a definite number which would be answered individually, or mass correspondence and as to how many correspondences received before it could be considered as a petition.

The Chairman questioned the communication policy with regards to how many working days in which correspondence were replied. It was answered by the Committee Clerk that the policy was five working days.

It was AGREED that the Clerk would compare the two policies and put forward a draft policy which is relevant to the needs of DPC at the next meeting.

105/18FAP Finance:

(a) Orders for Payment: The following questions were raised

- (1) Cllr Brown queried that on 23rd March 2018 a payment was made to Denmead Tyre Services for a repair to a tyre at the cost of £41.66. He considered the cost of this to be high for a repair and questioned whether the tyre had been replaced.
- (2) Cllr Andreoli raised the issue with regards to a payment to Beenoticed limited for a £1000 for a marquee which he believed a quote had not yet been given. The Chairman responded informing him that the issue had been resolved. The correct version of the marquee design had been received and the payment was correct.
- (3) Cllr Brown questioned the repair to a bollard, as DPC were only responsible for bollards on the footway and not responsible for the repair to the bollards outside the Co-op and the Florist.

It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 01) should be APPROVED in the sum of £21,066.59 including VAT and the receipts of £226,194.17 are NOTED. Further payments of £6,344.81 (including VAT) made since the last orders of payment were RATIFIED. The Orders were signed at the meeting by the Chairman.

(b) Accounts:

- (1) The Chairman reported that a meeting had taken place with the RFO and that the wording had been changed with regards to the finance of the West of Waterlooville. The change is as follows, "Provision of future loss of precept income reserves" replacing "contributing funds to the West of Waterlooville."

It was clarified by the Chairman that the intention was to never contribute it has always been to offset a significant rise in precept and this was changed accordingly.

The Chairman also reported that the RFO suggested at the meeting that the under spend is put into a special projects fund and this will be drawn down on expenditure in the early part of the year instead of being placed into reserves and having to be transferred back out of reserves when required. The RFO suggested that the funds are placed in Sage Code 3011, for the facilities this fund supports. **It was unanimously RESOLVED that the underspends from 2017/2018 are placed in Sage Code 3011.**

- (2) **It was unanimously RESOLVED that the year-end accounts for 2017/18 are released for internal audit.**

(c)

Bank Statements: The bank statements had been previously circulated. The statements were reviewed and the balances as at 31 March 2018 were agreed. The statements were signed at the meeting by Cllr Langford-Smith. **NOTED.**

Lloyds Bank Account Number 23336468 Balance as at 31 March 2018 = £161,422.59

The Co-operative Bank Account Number 65807918 Balance as at 31 March 2018 = £24,476.39

The statements and reconciliations were duly signed by the Chairman.

- (d) Denmead Youth Club Accounts: The Chairman reported that the Youth Club's accounts were in order and that the Youth Leader was spending in accordance with the budget. **NOTED.**

- (e) 2017/2018 Year End position: The Chairman stated that the RFO had submitted a report noting the DPC position at Year End. **It was unanimously RESOLVED that anything that is remaining is put into reserves (Sage Account 3011) for use in ongoing maintenance of Denmead.**

The Chairman continued the report by further stating that with the Committee Clerk retiring this year it would be an advantageous for the DPC to take the opportunity to recruit a new Committee Clerk while a £1500 budget for recruitment is available.

To recruit early would enable sufficient training and an efficient handover before the current Committee Clerk retires. **It was unanimously AGREED that DPC advertise for the recruitment of a part time Committee Clerk on the Indeed website and through HALC.**

- (f) Denmead Scene: The Chairman reported that the Denmead Scene for 2018/19 had a budget for twelve pages costing £2500, which is within budget.

The Committee Clerk asked whether it would be an appropriate strategy to use social media for more time constrigent issues. The Chairman responded that there is a strategy in place to train staff in the use of social media so we can use it as appropriate.

Meeting closed at 9.14 pm

Next Meeting, Finance Administration & Personnel Committee – 6th June 2018

No Public Session.