

PARISH COUNCIL OF DENMEAD

MINUTES OF A MEETING OF THE FINANCE, ADMINISTRATION AND PERSONNEL COMMITTEE HELD ON WEDNESDAY 31 JANUARY 2018 IN THE OLD SCHOOL, DENMEAD COMMENCING AT 7.30 pm

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

Also present: One member of the public and Tony Daniells, Clerk to the Council.

In the absence of the Chairman, Cllr Langford-Smith, the Vice-Chairman, Cllr Andreoli took the chair.

- 078/18FAP** **Apologies:** Apologies were received from Cllrs Langford-Smith, Brown and Willoughby. Cllr West was attending as Vice-Chairman of the Highways and General Purposes Committee.
- 079/18FAP** **Declarations of Interest:** There were no declarations of interest made. **Noted.**
- 080/18FAP** **Minutes of the Previous Meeting:** The Minutes of the Meeting held on the 20 December 2017 were submitted for approval. **It was AGREED to defer approval of the minutes until such times as there was a quorum of Councillors who were present at that meeting.**
- 081/18FAP** **Public Participation:** There was no requirement for a public session.
- 082/18FAP** **Correspondence:**
(a) Letter from the Denmead Community Association. A letter had been received advising the Council that the DCA were taking legal advice on renewal of their lease for The Old School and would wish to discuss a renewal with DPC. **It was AGREED that the sub-committee would reconvene and enter into discussions with the DCA and that the matter would be referred back to FA&P when all members of the Committee were available to consider further.**
- 083/18FAP** **The Old School Lease:** Matters related to the DCA lease had been previously discussed at minute 082/18FAP. There were no further items to discuss. Councillors had met with the DCA in December 2017 and agreed to open discussions regarding the lease renewal. **Noted.**
- 084/18FAP** **Finance:**
(a) Orders for Payment: **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 14) should be APPROVED in the sum of £13,459.28 including VAT and the receipts of £16,526.97 are NOTED. Further payments of £14,441.12 (including VAT) made since the last orders of payment were RATIFIED.**
(b) Groundstaff Mobile Phones: Details of tariffs from the current supplier had been previously circulated. **It was unanimously RESOLVED to replace the aging mobile phones with 3 Nokia 216 phones and one Nokia 3310 phone at the cost given by the current supplier.**
The Clerk was asked to verify the charges on the last mobile telephone bill as it appeared to differ from the existing tariff.
(c) Staff Training: CiLCA training was unavailable at present. The Clerk had identified some training from HALC for new officers. The Clerk had agreed with the Chairman and Vice-Chairman to book this training for the new Deputy Clerk. **It was unanimously RESOLVED to ratify the decision to book this course and to fund this from SAGE 3011.**
- 085/18FAP** **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 14 March 2018