

FOUR MARKS PARISH COUNCIL

**Meeting of the Finance & General Purposes Committee
Held on Wednesday 3rd September 2014, commencing at 9.00pm
At the Village Hall, Four Marks**

Members Present: Cllr J Foster, Cllr S Sensier, Cllr A Tomlinson
Attending: S Goudie (Clerk)
Apologies: None

14.31 APOLOGIES FOR ABSENCE

There were no apologies for absence.

14.32 MINUTES OF THE LAST MEETING

- The Minutes of the Finance & General Purposes Committee Meeting held on Wednesday 2nd July 2014 were proposed as a true record by Cllr Tomlinson and seconded by Cllr Sensier.
- Matters arising
 - Contractors. Preferred contractors list in preparation, however it was agreed that a standard contract document, should be prepared for each preferred contractor to sign, where applicable, for protection for the Parish Council against sub-contracting and subsequent issues that may arise. Clerk agreed to contact the Medstead clerk for guidance.
 - Cllr Foster asked for an update on Fixed Asset register and Financial Procedural document, the Clerk confirmed that there had been no further work on these projects, but hoped once she moved into a new premises that help could be sought to assist with these tasks.

14.33 AUDIT REPORT

The Clerk confirmed that the external audit had been carried out and the Annual Return had been signed and returned, and the appropriate notice would be displayed on each notice board until the end of the September. The completion of the annual audit and receipt of the signed Annual Return would need to be minuted at Full Council, and the Clerk confirmed that this would be on the Agenda for the next meeting.

14.34 PARISH OFFICE

The Clerk confirmed that a Parish office had been found at Lymington Barn, and Mr Read was prepared to offer the office to both Four Marks and Medstead Parish Councils. All services would be charged separately. A full risk assessment would need to be completed, and the Insurance company informed as appropriate.

Cllr Foster expressed her concern over the fact that no rent was being charged, and the Clerk agreed to contact her legal advisor to get clarification on how this should be approached, with a view to a contract being drawn up and signed to cover any potential issues. Both Cllrs Tomlinson and Sensier agreed that this could be construed as charitable donation and that this was an altruistic offer, but maybe a peppercorn rent may suffice. The Clerk agreed to contact HALC and have a proposal ready for approval at the next Full Council meeting.

The Clerk also felt that this would be an ideal opportunity to employ a temporary part time member of staff to help out on small projects, such as the preparation of a complete asset register that the Clerk does not have the time to do. It was agreed to find out part time wage costs and see if this was feasible.

14.35. OAK GREEN

The Clerk reported that the flower bed sleepers were beginning to rot and to replace odd sleepers may not be the most cost effective way of solving the problem, and that provision may have to be made in the future for replacement. The Clerk also suggested approaching local businesses to 'sponsor' a flower bed to cover the costs of the upkeep. Cllr Foster agreed to speak to the local shop keepers and see if there was any interest. It was agreed to refer this matter to the Open Space Committee for further discussion. It was also agreed that the Clerk should check the landscape documents and see if there were any guarantees in place.

14.36 STANDING ORDERS

Cllr Foster confirmed that she had made a start, but it was agreed that a separate brainstorming session to progress the preparation of the new document would be beneficial. A date was agreed.

14.37 DATE OF NEXT MEETING

Wednesday 5th November 2014, this meeting will be to prepare the 2015-2016 budget.

14.38 Meeting closed at 9.40pm

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Chairman