

FOUR MARKS PARISH COUNCIL

**Meeting of the Finance & General Purposes Sub-Committee
Held on Tuesday 7th July 2015, commencing at 8.00pm
At the Unit 32, Lymington Barns, Medstead**

Members Present: Cllr Janet Foster (Chair) and Anne Tomlinson
Attending: S Goudie (Clerk)
Apologies: None

OPEN SESSION

Neighbourhood Plan. Cllr Tomlinson raised the tight deadline for approval of the final submission to EHDC, and asked if the Parish Council would be happy to approve a draft version on 15th July 2015 if ready. If not, it was agreed that an Extraordinary General Meeting would have to be called.

Open space. During the Clerk's absence Cllr Foster had dealt with issues of vandalism, and broken glass in the children's play area, the Clerk agreed to cover this in her Four Marks News report.

Cllr Foster also raised Cllr Seaton's email asking if the Parish Council would like to consider purchasing a couple of 'concrete' benches for outside the pavilion, it was agreed that this should be put on the Open Space Agenda. Cllr Seaton had also raised the idea of re-opening the outside toilet at the Pavilion. James Coles had agreed to clean if for a fee. It was felt that re-opening this amenity would not be advisable, for all the reasons that it was agreed to keep it closed previously, which is why it was handed over to the Allotments to manage, but again would become an Open Space Agenda item.

The Open Session concluded at 8.15pm, Standing Orders were applied.

15.24 FGP APOLOGIES FOR ABSENCE
There were no apologies for absence.

15.25 FGP MINUTES OF THE LAST MEETING

- The minutes of the Finance & General Purposes Committee held on Wednesday 6th May 2015 were proposed as accurate by Cllr Foster, seconded by Cllr Tomlinson, and signed.
- Matters arising:
 - The Clerk confirmed that the Cemetery regulations would be updated over the summer, but could not be a priority currently.
 - Fixed Asset register. Additional column separating Asset value and insurance value needs to be added. Photographic records will be compiled over the Summer Holidays.
 - Nothing further on purchase of land at the Recreation Ground, Clerk to chase in due course.
 - Clerk had not complied the data protection release forms, but this would be done as a priority
 - Freedom of Information Complaints update. One further complaint had been received, and the Clerk had confirmed with the ICO that the previous two responses could be used. The first complaint had now gone to Appeal, the second decided in the Parish Council's favour but Minute 14.161 was to be released as part of the decision notice. It was agreed that there was no reason why this should still be withheld.

15.26 FGP TERMS OF REFERENCE

The changes suggested on the composition of committee, to include the Chairman and Vice Chairman were agreed, and the reduction in quorum number from 3 to 2 was also agreed ready for approval at Full Council.

15.27 FGP EXTERNAL AUDIT

The Clerk confirmed she had responded to the External Auditors queries on the difference in previous year staff costs and fixed assets value, the Auditor was sufficiently happy to submit the Annual Return for final audit. However it was agreed that the Fixed Asset schedule should be changed to reflect Asset Value and Insurance value before next year's audit. Clerk would action but as a low priority task for the time being.

15.28 FGP BANKING

Due to the ongoing issues with changing the bank mandate on cheque signatories, and the wholly inadequate service provided by the TSB, it was agreed that the time had come to look at changing banking facilities for the Parish Council. The Clerk agreed to look at the Unity Trust Bank, which has been recommended for Parish Council's and Cater Allen, as recommended by Cllr Foster, for comparison. It was also agreed that the deposit account with National Savings should remain, however the signatories need to be changed on this account too, Clerk to action.

15.29 FGP SOLICITORS

The Clerk confirmed that Downie & Gadban had agreed to act on the Parish Council's behalf on the Land Transfers with reference to both the Allotments and the second part of Badger Close, due to the demise of Keeping & Co. Clerk to meet with Downie & Gadban and instruct accordingly.

15.30 FGP BENIAN'S PAVILION

Fee Structure. It was agreed that due to the fact the Football Club would not be using a second pitch for the coming season, no additional charges would be required. Increases in fees for all clubs would be discussed further during budget preparation. Clerk agreed to contact other parishes for comparative figures.

The use of the recreation ground by Manor Colts, seemingly without permission, needed to be clarified. Clerk agreed to contact Alton Town Council for advice and contact the Secretary of Manor Colts to assess the situation.

It was agreed that the hard standing/barrier issue needed to be finalised however, as only two Councillors of the previous Parish Council were still in office and the fact that three years had passed, this approval was no longer considered valid. The approval should now be given on a new formal proposal. The hard standing/path had become a separate issue and would be discussed at the Open Space meeting.

15.31 FGP TENNIS COURTS

Confirmation had been received from the Village Hall Committee that they were happy to hand over the management of the tennis courts, however it appears that it may not be as simple as previously advised. It was agreed that the Clerk should contact the Charity Commission for advice but that Full Council approval should be sought to take over completely, despite the slightly more complicated scenario, and potential financial implications. The Clerk would write to the Sports & Social Club to advise them of the proposal and that they were keen to get moving on the complete refurbishment of the

tennis courts. Cllr Seaton seems keen to take this project on and is already seeking quotes for fencing.

15.32 FGP Next meeting to be held on 2nd September 2015, venue and time tbc.

15.33 FGP **The Chairman closed the meeting at 9.30pm.**

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Chairman