

FOUR MARKS PARISH COUNCIL

**Meeting of the Finance & General Purposes Committee
Held on Wednesday 9th September 2015, commencing at 7.30pm
At the Unit 32, Lymington Barns, Medstead**

Members Present: Cllr J Foster (Chair), Cllrs K Knight, S Thomas and A Tomlinson
Attending: S Goudie (Clerk)
Apologies: None

OPEN SESSION

The Clerk confirmed an email had just been received rejecting the Parish Council's offers of both purchase and lease of the land between the Pavilion and the Skate Park. A programme of boundary clearance would now be carried out to ascertain how much this would open up the area. The Clerk also raised her concern over an email that had been received over the removal of the Skate Park, Cllr Foster agreed to contact the person concerned and explain the reasons for removal including health and safety reasons for this decision.

Oak Green parking issues. Cllr Foster confirmed one of the permanently parked cars had now been removed, a second was being investigated. Cllr Foster suggested that the introduction of a residents parking system may avoid similar issues in the future, however Cllr S Thomas advised against this, and it was agreed that a gentle reminder in the Christmas letter to shop owners and residents reminding them cars parked in the Car Park must be officially registered with DVLA or SORN'D.

The Open Session concluded at 7.45pm, Standing Orders were applied.

15.34 FGP APOLOGIES FOR ABSENCE

There were no apologies for absence.

15.35 FGP MINUTES OF THE LAST MEETING

- The minutes of the Finance & General Purposes Committee held on Tuesday 7th July 2015 were proposed as accurate by Cllr Foster, seconded by Cllr Tomlinson, and signed.
- Matters arising:
 - Cllr Tomlinson confirmed the photographs for the Fixed Asset register had been done and the Clerk confirmed she would update the Register and also update to incorporate both asset value and insurance value as per the External Auditor's recommendations. This would be done by April 2016 in preparation for the next audit.
 - The Clerk confirmed that the transfer of ownership of the Tennis Courts had stalled due to the fact no proof of land ownership can be found, and the Deed cannot currently be located. It was agreed to contact the Solicitor for assistance. Quotes for replacement fencing were already being sought in preparation for grant applications.

15.36 FGP FREEDOM OF INFORMATION REQUEST

It was agreed to re-submit the FOI request received on 8th March following the recommendation to do so by the Information Commission Officer. The response was drafted and agreed by all members, and would be sent directly to Mr Whitehead via the What Do They Know link on the original request, with a copy to the ICO, as soon as possible.

15.37 FGP BROADBAND PROVISION

- Oak Green. It was agreed after discussion that the provision of broadband connection so that the Parish Office can link into the Oak Green cameras would not be viable at this time.
- Benian’s Pavilion. It was agreed that as the Parish Council pay all utilities for the Benian’s Pavilion that the Parish Council should pay the total cost of the broadband provision, rather than the 50% requested. The Clerk is to contact James Coles to advise him of the decision and ask for the paperwork to change details. Concern was also expressed about the showing of live TV events at the Pavilion and the Clerk was asked to check that the Pavilion has a TV licence and all the appropriate performing rights licences applicable.

15.38 FGP UPDATE OF BURIAL GROUND REGULATIONS

The update of the Burial Ground Regulations was circulated prior to the meeting for comment. A couple of grammatical changes were made and it was agreed to forward to all Councillors for formal approval at the Full Council Meeting on Wednesday 16th September 2015.

15.39 FGP BANKING

- Cllr Foster had approached the Unity Bank for details of accounts for consideration. The Clerk was asked to check the fees for the two accounts (current and deposit) for comparison. The Clerk also agreed to speak to other Clerks for feedback from those already using this facility. *[Subsequent to the meeting the Clerk spoke to the Medstead Clerk and they use NatWest for both Medstead and Headley, and would recommend. They also have an internet banking function with dual authority set up. Further details will be sought and comparison for discussion at the next meeting]*
Whilst discussing banking issues, Cllr Tomlinson suggested that Cheque books and other confidential information should be held in a fire proof safe. This was agreed and Cllr Foster agreed to look at some options and purchase. It was also suggested that there should be a shredding facility in the office. This was agreed.
- It was agreed to change the bank signatories on the NS&I Savings Account, to the same as the current account, however it was agreed to hold off changing the Deposit account signatories until agreement had been reached on the new banking arrangements.

Cllr S Thomas wished it to be formally minuted that he is to be excluded from any financial authorisation procedures or banking arrangements during his term as Parish Councillor.

15.40 FGP Next meeting to be held on 4TH November 2015, venue and time tbc. This will be the budget meeting. Ideas to be requested and an Agenda item to agree their incorporation in the October Full Council meeting.

15.41 FGP The Chairman closed the meeting at 21.00 pm.

.....

Chairman