

FOUR MARKS PARISH COUNCIL

**Meeting of the Finance & General Purposes Committee
Held on Wednesday 11th January 2017, commencing at 7.30pm
At the Unit 32, Lymington Barns, Medstead, Hampshire GU34 5EW**

Members Present: Cllr Janet Foster (Chair), Cllrs John Davis, Simon Thomas and Anne Tomlinson
Attending: S Goudie (Clerk)
Apologies: None.

17.01 FGP OPEN SESSION

Cllr Thomas passed on a message from the District Councillor asking the Parish Council to consider taking on any EHDC owned land in Four Marks. It was agreed that the Clerk should clarify which areas EHDC actually have responsibility for, and prepare a detailed report for the Parish Councillors for decision at the February council meeting. It was agreed that the Chairman should raise this initially at the January meeting so Councillors have time to consider whether taking on any additional responsibility would be feasible.

As there are five applicants for the Councillor vacancy, it was questioned as to whether we would be able to increase the amount of Councillors. The Clerk agreed to contact EHDC to find out the criteria for this proposal.

It was noted that both Clerks are due appraisals, the Chairman agreed to organise this before the year end.

There being no further items to raise under the Open Session, the meeting commenced at 7.50pm. Standing Orders were applied.

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

17.03 FGP MINUTES OF THE LAST MEETING

- The minutes of the Finance & General Purposes Committee held on Wednesday 26th October 2016 were discussed and it was agreed that the proposal to increase the Precept had not been clearly defined within those Minutes and it was agreed to add the appropriate wording. Following that addition the Minutes were then proposed as accurate by Cllr Thomas, seconded by Cllr Tomlinson, and were duly signed by the Chairman.
- Matters arising:
 - Bank Accounts. The Clerk confirmed that the TSB Benians Trust Fund account had been closed and the application forms for both the new current and deposit accounts had been received and were in the process of being completed.
 - The Clerk confirmed that the Government had withdrawn its proposal to impose referendum criteria for parishes to increase their precepts for 2017/2018, but this was to be reviewed again next year. The Local Authority had asked parishes to be sensible about their precept requests.
 - The Clerk advised that a portion of the administration budget figure would be reallocated to the Chairman's Allowance which had not been budgeted for.

17.04 FGP BENIANS PAVILION AND RECREATION GROUND

A detailed discussion took place following the circulation of the initial proposal for the future running of the pavilion, in which several variances of the suggestions were put forward, although no one proposal was favoured, however the general consensus was that any increases in payments should be raised gradually.

- It was agreed that for the next three years, until the conditions laid out in the Sport England grant criteria expire, gradual attempts should be made to lessen the losses incurred with running the pavilion, until such time as a formal lease agreement can be set up between the Parish Council and the Four Marks Bernard Benian Sports and Recreation Club (hereafter known as the Benian's Committee)
- It was agreed a formal meeting should be held between the Parish Council and the respective members of the Benian's Committee, which would be chaired by an impartial party, ideally the consultant. The Agenda for that meeting will consist of the following headings:
 - Extension/improvement plans for the building; a clear defined proposal, detailed costs and action plan should be prepared and presented to the Parish Council for approval.
 - Formal legal agreement between the Parish Council and the Benian's Committee, currently there is nothing appropriate in place and this should be addressed, a draft would be prepared, discussed and agreed at that meeting. The Parish Council will pay the legal costs for this agreement.
 - The Sports and Social Club (whose future should be decided by that point), and future membership criteria of social members.
The bar. As this is the only source of income for the committee, a request for a proper accounting system, reconciliation of takings, details of stock checks, to ensure full compliance with auditing and VAT regulations.
 - Proposal for the future lease agreement from 2020 and payment structure proposals to ensure longevity and continuity of all sports clubs in Four Marks.
- It was agreed that the Clerk should attend the next Benians Committee meeting to present the proposed fee increases and ensure that a utility contribution of at least £1,000 is approved and paid for this current financial year, further proposals for increasing this figure over the next two years will be discussed at the formal meeting. The queries raised in the last minutes will also be responded to.
- Separately it was agreed to write to the football club encouraging them to contact the Parish Council to discuss improvements required for promotion, ensuring that they are aware that the Parish Council would be supportive of both barriers (removable) and hard standing but specifications would need to be agreed before installation.
- It was also agreed that there should be a new nominal code for ground rental as well as pavilion lettings, as the income figure was not an accurate record of pavilion rental income.

17.05 FGP OAK GREEN

The Clerk raised concern that only two tenders had been received, and although Lesley had sent out further tender documents to several additional local companies, no further tenders had been forthcoming.

The Chairman had approached a local resident to assist with the summarising of the tenders and potentially project manage the job. The Clerk agreed to make contact for an initial meeting and for assistance with preparing a report for the Full Council.

17.06 FG NEW POLICY DOCUMENTS FOR APPROVAL

- The Clerk presented a draft policy for awarding parish council grants for comment, prior to approval at Full Council, the Clerk asked members if they had any comments to let her have them as soon as possible.

- The Clerk apologised that she had not had the draft training and development policy in time for this meeting and asked for it to be deferred until the next meeting. This was agreed.
- The Clerk confirmed that contracts had been prepared for all contractors, except for Scott Stewart which was still to be completed. The Clerk raised concern over the WKL account and items being charged to the Parish Council in error, and it was agreed to write a formal letter to WKL stating that only materials could go on account and the job number must be on the invoice, or they would not be paid in future.

17.07 FGP NEXT MEETING

Wednesday 29th March 2017, 7.30pm at the Parish Office.

17.08 FGP The Chairman closed the meeting at 10.00pm.

.....

Chairman