

FOUR MARKS PARISH COUNCIL

**Meeting of the Finance & General Purposes Committee
Held on Wednesday 26th July 2017, commencing at 7.30pm
Unit 32, Lymington Barns, Medstead**

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

17.20 FGP OPEN SESSION

There were no issues raised during the Open Session, the meeting commenced at 7.35 pm. Standing Orders were applied.

17.21 FGP APOLOGIES FOR ABSENCE

There were no apologies for absence.

17.22 FGP TERMS OF REFERENCE

It was agreed to add the word 'initiate' under 'Powers' to read 'the Committee is empowered to discuss, respond, *and initiate* all relevant and associated financial aspects and procedures, subject to restrictions set out within the current Financial Regulations, for ratification of Full Council'.

17.23 FGP DECLARATIONS ON INTEREST

There were no declarations of interest.

17.24 FGP MINUTES OF THE LAST MEETING

- The minutes of the Finance & General Purposes Committee held on Wednesday 29th March 2017 were proposed as accurate by Cllr Thomas, seconded by Cllr Tomlinson, and were duly signed by the Chairman.
- Matters arising:
 - The Clerk advised due to other more pressing issues that no progress had been made on setting up new bank accounts. It was agreed to organise a new Deposit Account as a priority.
 - Alton Sports Centre. Following a meeting the previous week, Alton Town Council have agreed to support the implementation of a new sports/leisure centre, although they did not fully support EHDC nor fully carry through the residents conditions. EHDC have, however, agreed to set up an advisory panel to work together on the proposals, where certain tweaks may be able to be made to the proposals. It was agreed by the Committee that as a substantial portion of Four Marks' S106 contributions were diverted to the Alton Sports Centre project, and therefore preventing the Parish Council delivering our own youth sports facility, that the Parish Council should have a voice on that panel to support our residents, and a letter should be written to EHDC as a matter of urgency, to request a presence on the panel

17.25 FGP NEW POLICY DOCUMENTS FOR DISCUSSION

- Drone Policy. It was agreed that the policy should be renamed 'Unmanned Aerial Vehicles (UAV) Policy, and all references to drones be removed and replaced with UAV. The

exemptions paragraph should be removed and the appendix removed with just the appropriate reference to legislation in the main body.

- **Communications & Social Media Policy.** There were no changes to the proposed policy, only typing errors to be corrected. It was agreed to remove one of the bullet points in the general government social media principles to make them more relevant to the Parish Council.
- **Recreation ground hire policy.** It was agreed to add an additional point in both sections asking all users to be respectful of other users and local residents. The fees for regular fitness club hirers was discussed and it was agreed that £25 per annum was an appropriate fee, as the Parish Council are very supportive of health and wellbeing initiatives and it is just a token cost towards maintenance.

The Benians Committee final accounts had been received but Cllr Davis raised concern that they weren't a true reflection of the cash position at the year end. It was agreed that good progress had been made with the relationship between the Parish Council and the Committee and a quiet word with the Treasurer rather than raising it in an open forum may be more appropriate. The next Benians meeting was to be held the following week. Cllr Davis agreed to speak to the Treasurer following that meeting. The Licence to Occupy would be signed at that meeting.

All the above policies to be amended and circulated for adoption at Full Council.

17.26 FGP POLICY DOCUMENTS REVIEW

- **Standing Orders.** Reviewed. No changes.
- **Financial Regulations.** Reviewed. No changes.
- **Child and vulnerable adult protection policy.** Needs to be brought into line with the details in the Risk Assessment and the frequency with which the play equipment is checked. Amended document to be circulated.
- **Terms of Reference.** Agreed at each Committee, however the Finance & GP Committee Terms of Reference were changed slightly, as detailed in Minute 17.22.
- **Grant Application Policy.** Reviewed. No changes.
- **Publication Scheme.** Reviewed. No changes.
- **Code of Practice for Handling Complaints.** Reviewed. No changes.
- **Risk Assessment – points raised:**
 - Concern over data records and loss of electronic data, agreed that back up drive should be removed from office daily, and laptop should also be kept separate over night from desktop. Risk Assessment changed to reflect addition of desktop and add removal of back up drive daily. Risk reduced to L.
 - Burial records. It was agreed that the record books should be scanned and copied and kept away from the office in case of fire.
 - Panic alarm, checked monthly. Added to assessment.
 - Clerk absence. Details of location of procedural documents added.
 - Funds. Added control measure of moving money to different accounts to avoid the risk of having more than £75,000 held in any one bank. Clerk to action as a matter of urgency. See Minute 17.24 above.
 - Unauthorised encampment. Currently a high risk, to be monitored and additional measures to be discussed to prevent.
 - Pat testing to be carried out imminently. Chairman to arrange.

The Risk Assessment to be updated and circulated for changes to be formally approved at Full Council.

17.27 FGP STAFF UPDATE

- The Clerk confirmed that Paul Bridges, the new maintenance operative had started, and was doing well, his progress to be formally reviewed after three months, by the Clerk and Cllr Mills.
- The Deputy Clerk had handed in her notice and was leaving at the end of August. As the larger projects were now all completed, the Clerk agreed to monitor her workload over the next couple of months to see if a replacement should be sought.

17.28 FGP DEVELOPERS CONTRIBUTIONS

The Clerk confirmed that the Oak Green refurbishment contribution request had been paid, but that we were still awaiting payment of £24,702 for other outstanding projects. It was noted following the recent Community Forum meeting that S106 payments would now be handled directly by the Community team and it was suggested that the Parish Council's 'wish list' should be updated and circulated for discussion at the next Full Council meeting.

There should be a spreadsheet distributed by EHDC shortly detailing monies spent and monies outstanding.

The amount held from the Cala development for village signage should be investigated to see if we can use the allocated money to change the Recreation and Pond signs to a more rural and informative design.

The Development and Policy Panel at EHDC were currently discussing the distribution of CIL payments, and it was anticipated that the payments would be made six monthly to parishes. However there was a question raised as to whether the CIL payments for Four Marks and Medstead would be per parish or per ward, and that this would need to be discussed and agreed in due course.

The next meeting was due to be the budget preparation meeting and Cllr Davis asked if the preparation paperwork could be produced in a simpler format, such as an excel spreadsheet. The Clerk agreed to contact the software provider to see if this were possible.

17.29 FGP NEXT MEETING

Wednesday 25th October 2017, 7.30pm, venue to be confirmed.

17.30 FGP The Chairman closed the meeting at 9.25 pm.

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Chairman