

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL
FINANCE AND RESOURCES COMMITTEE MEETING
held on Wednesday 8th July 2020
via Zoom conference call.**

Present: Cllr S Burgess (Chair), Cllr J Biddlecombe, Cllr P Cunningham, Cllr P Highfield.

In attendance: Mrs L Fielding.

Members of the public: None.

F20-001: Apologies for Absence

None.

F20-002: Declarations of Interest

None.

F20-003: Minutes of the meeting held 4th March 2020

The minutes of the meeting of 4th March 2020 were presented and it was **proposed by Cllr P Highfield, seconded by Cllr J Biddlecombe and RESOLVED that the minutes of the meeting held on 4th March 2020 be approved.**

F20-004: Matters Arising

The actions from the last meeting were reviewed. The current status of actions is shown at the end of these minutes. There were no other matters arising.

F20-005: Public Participation

Nil

F20-006: Employee Matters

Nil

F20-007: Legal Matters / Health and Safety

a. Fidelity Cover

The clerk noted that the fidelity cover on the insurance was for £175,000 which was a little low based on information from our insurers and the JPAG practitioner's guide.

Action: The clerk to identify the correct value for fidelity insurance cover in time for the next insurance renewal.

b. Buildings Insurance

The level of the Parish Council buildings insurance cover was discussed and it was noted that a buildings valuation had not been done for some time. Additionally there was a concern that some of the ancillary buildings in the croquet and tennis areas, and the football goals may not be covered by the Sports Club insurance. The clerk noted that she is working on an update to the asset register to be used for the next insurance renewal.

Action: The clerk to arrange for a valuation of Parish Council Buildings.

Action: The clerk to review insurance cover arrangements for the huts in the tennis and croquet areas, and the football goals.

F20-008: Bank Reconciliation

The clerk noted that the bank reconciliation documents for February to May 2020 had been cross checked against the bank statements and payment sheets, and signed off by Cllr S Burgess.

F20-009: Current Financial State

The Parish Clerk explained the current expenditure and receipts received. This was found to be satisfactory, with expenditure considerably under the budget. The clerk noted that there could be a large under spend on the playgrounds budget due to lack of availability of councillors for planning discussions during the Covid-19 pandemic period. It was noted that the previous playground team had identified improvements in the gym equipment, specifically with regard to the double rower and the small arm and pedal bike.

Action: Cllr P Highfield to work with Cllr J Burgess to identify requirements for playground/gym equipment improvements.

Cllr S Burgess noted that the mechanism for paying bills during the Covid-19 period had worked well, and that he has signed the AGAR documents ready to be sent to the external auditor. He expected that we could go back to managing business routinely very soon.

F20-010: Review of Policy and Other Documents

a. Finance and General Purposes TOR

The proposed Finance and General Purposes Terms of Reference document was discussed and following a unanimous vote was approved by the Finance and General Purposes committee.

b. Investment Strategy

The proposed Investment Strategy document was reviewed and following a unanimous vote the Finance and General Purposes committee agreed to adopt the document.

Action: Cllr S Burgess to sign the Investment Strategy document.

c. Statement of Internal Control

The proposed Statement of Internal Control was reviewed and following a unanimous vote the Finance and General Purposes committee agreed to adopt the document.

Action: Cllr S Burgess to sign the Statement of Internal Control.

d. Risk Register

The current risk register was reviewed and no additional risks were identified. Following a unanimous vote the Finance and General Purposes committee agreed to re-adopt the risk register for the 2020-21 period as a working document.

e. Grievance Policy

The proposed grievance policy was discussed and a number of small issues were identified. The Parish Councillors approved the document in principle and agreed that the clerk could make the necessary changes prior to approval via email.

Action: The clerk to update the grievance policy ready for approval.

f. Disciplinary Policy

The proposed Disciplinary Policy was reviewed and following a unanimous vote the Finance and General Purposes committee agreed to adopt the document.

g. Grants Awards Policy

The grants awards policy was reviewed and it was noted that the policy would provide clear guidelines for the council when considered any grant requests. After some discussion the Finance and General Purposes committee voted unanimously to adopt the document.

It was noted that the Standing Orders and Financial Regulations still needed to be reviewed prior to the Annual Meeting of the Parish Council. See action FGP.11 regarding the standing order.

Action: The clerk to distribute the most recent Finance Regulation document.

F20-11: Items for noting, AOB or for inclusion on next month's agenda:

Cllr S Burgess noted that he was on holiday during the whole of August, and it was suggested that the Parish Council cancel the meeting in August in line with many other Parish Councils who do not have August meeting.

Action: Cllr S Burgess to email the Parish Council with the proposal to cancel the August meeting.

F20-12: Date of Next Meetings:

Parish Council Meeting: 7pm, 13th July 2020 via Zoom conference call.

Finance & Resources Meeting: 9:45am, 9th September 2020 at the Sports Pavilion, Littleton Recreation Ground.

F20-13 Summary of Actions

ID	Owner	Action Point	Status
FGP.4	Cllr SB	Cllr S Burgess to investigate potential contractors for maintaining playground equipment.	Open
FGP.1 1	Clerk	Clerk to revise Standing orders and Financial Regulations 8Jul20: Done, however it needs further discussion. Cllr S Burgess will review the Standing Orders with the clerk.	Open
FGP.1 2	Clerk	Cllr S Burgess to provide a draft Parish Council planning document. 8Jul20: Estates part is completed, but more work is needed on the other sections.	Open
FGP.1 3	Clerk	The clerk to identify the correct fidelity insurance cover value in time for the next insurance renewal.	New
FGP.1 4	Clerk	The clerk to arrange for a valuation of Parish Council Buildings.	New
FGP.1 5	Clerk	The clerk to review insurance cover arrangements for the huts in the tennis and croquet areas, and the football goals.	New
FGP.1 6	Cllr PH	Cllr P Highfield to work with Cllr J Burgess to identify requirements for playground/gym equipment improvements.	New
FGP.1 7	Cllr SB	Cllr S Burgess to sign the Investment Strategy document.	New
FGP.1 8	Cllr SB	Cllr S Burgess to sign the Statement of Internal Control.	New
FGP.1 9	Clerk	The clerk to update the grievance policy ready for approval.	New
FGP.2 0	Clerk	The clerk to distribute the most recent Finance Regulation document.	New
FGP.2 1	Clerk	Cllr S Burgess to email the Parish Council with the proposal to cancel the August meeting.	New

Closed Actions.

ID	Owner	Action Point (Closed)	Status
FGP.1	Cllr KL	Cllr K Learney to discuss donations to the church with the Senior legal officer at Winchester City Council. 8Jul20: Further information from HALC indicated PC were legally able to donate the money, and the donation was approved at the June Parish Council meeting.	Closed
FGP.2	Clerk	The clerk to contact the HALC legal team for support in reviewing the Harestock football field lease and investigate any costs required for them to do so. 8Jul20: Action no longer needed, different options were pursued.	Closed
FGP.3	Cllr SB	Cllr S Burgess to draft an email to the Sports Club to explain the need to change the lock to enable heightened security measures as part of the new leasing agreement. 8Jul20: New Padlock in place.	Closed
FGP.5	Cllr JBi & SB	Cllr J Biddlecombe and Cllr S Burgess to review the netball facility to consider next steps. 8Jul20: Netball area improved, and MANT bill has been paid	Closed
FGP.6	Clerk	Clerk to update the proposed budget for review at the next Parish Council Meeting. 8Jul20: Done.	Closed
FGP.7	Clerk	Clerk to produce a draft Grant Policy Document. 8Jul20: Done.	Closed
FGP.8	Cllr SB	Cllr S Burgess to notify the Burley Rd parishioner that the Parish Council approves the grant. 8Jul20: Done, however Covid-19 prevented project going ahead. Grant was not paid.	Closed
FGP.9	Clerk	Clerk to contact First Responders to identify if parishioners can contact them for first aid. 8Jul20: Done, First Responders work with the Ambulance service and do not take direct calls.	Closed
FGP.1 0	Clerk	Clerk to distribute Grievance and Disciplinary Policies. 8Jul20: Done.	Closed