

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL
FINANCE AND RESOURCES COMMITTEE MEETING
held on Monday 4th March 2020
at the Sports Pavilion, Littleton Recreation Ground.**

Present: Cllr S Burgess (Chair), Cllr J Biddlecombe, Cllr K Learney, Cllr P Highfield

In attendance: Mrs L Fielding

Members of the public: None

F19-036: Apologies for Absence

Cllr P Cunningham

F19-037: Declarations of Interest

Nil

F19-038: Minutes of the meeting held 20th November 2019

The minutes of the meeting of 20th November 2019 were presented and it was **proposed by Cllr K Learney, seconded by Cllr J Biddlecombe and RESOLVED that the minutes of the meeting held on 20th November be approved.**

F19-039: Matters Arising

Nil

F19-040: Public Participation

Nil

F19-041: Employee Matters

a. Staff Appraisals

Cllr S Burgess reported that the staff appraisals were in progress. The Clerk's appraisal document has been updated with comments by the clerk, and Cllr S Burgess will complete his section and pass to Cllr P Cunningham for review prior to the appraisal meeting. Cllr S Burgess will also review the Cleaners appraisal document prior to the cleaner's appraisal meeting.

b. Staff Pay Rises

After some discussion it was agreed to propose for approval at the Parish Council meeting, a 50p pay rise per hour for the cleaner, thereby increasing his salary to £10.50 per hour. It was also agreed that Cllr S Burgess will propose a pay rise for the clerk for approval at the Parish Council meeting.

F19-042: Legal Matters / Health and Safety

a. Donation to support the St Catherine's Burial Ground

The clerk presented a legal briefing from NALC hi-lighting that it might not be possible for the Parish Council to provide financial assistance for the church burial grounds despite s.216(6) of the 1972 Local Government permitting it.

Action: Cllr K Learney to discuss donations to the church with the Senior legal officer at Winchester City Council.

b. Harestock Football Field Lease

Womble Bond Dickinson, the solicitors acting for the DIO have provided a draft lease which is significantly more complicated than previous leases for the field.

Action: 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.

Action: 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.

F19-043: Bank Reconciliation

The clerk provided the evidence to the meeting that the bank reconciliation documents for November, December and January had been cross checked against the bank statements and payment sheets. These

were signed off by Cllr J Burgess for the November and December documents and by Cllr S Burgess for the January documents.

F19-044: 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, and the clerk noted that any money left over at the end of the year could be put as specific reserves for the new speed indicator sign, and for work identified by a Recreation Ground working group.

Cllr K Learney suggested that we consider splitting budget line items into capital and day to day costs in the next financial year Cllr S Burgess proposed that we also consider a maintenance contract for playground equipment.

Action: Cllr S Burgess to investigate potential contractors for maintaining playground equipment.

Cllr S Burgess reported on the work on the Parkour and netball area, particularly with regard to his concerns with the earth infill around the netball area. He presented a quote from MANT to replace the earth with rubber mulch which was considered to be very expensive and potentially not the correct solution to the problem.

Action: Cllr J Biddlecombe and Cllr S Burgess to review the netball facility to consider next steps.

F19-045: Consideration of Revised Budget for 2020/21

The Parish Clerk presented a revised budget which including changes to add an environment budget line, and a small budget to allow the Parish Council to provide grants to Community groups within the Parish. This was agreed with some minor modifications.

The clerk presented to the meeting a request for a grant for £100 to support parishioners in Burley Rd in Harestock to fund the purchase of bunting and other partyware for a VE Day 75 celebration. This amount would also contribute to the cost of food and drink for the most elderly residents. This was received positively and all were in favour of donating £100.

The clerk noted that we do not currently have a grant policy document and it was agreed that the Parish Council should have one.

Cllr J Biddlecombe noted that the grounds maintenance contract needs to be retendered for 2021/22.

Action: Clerk to update the proposed budget for review at the next Parish Council Meeting

Action: Clerk to produce a draft Grant Policy Document

Action: Cllr S Burgess to notify the Burley Rd parishioner that the Parish Council approves the grant.

F19-046: Banking

It was agreed that Cllr P Highfield and Cllr S Burgess would be added as signatories for the Lloyds Bank account.

F19-047: Review of Policy and Other Documents

a. Risk Register

The proposed risk register document was discussed and Cllr S Burgess thanked the clerk for the work involved in improving the document. It was agreed that the document would be approved with the expectation that it continues as a working document which can be updated as needed.

Cllr S Burgess noted that as a consequence of revising the risk register, first aid equipment and a parish emergency toolbox had been purchased. It was noted that the Parish Council does not have a qualified first aider that can be called upon, however it was suggested that parishioners may be able to call the First Responders.

Action: Clerk to contact First Responders to identify if parishioners can contact them for first aid.

b. Lone Working Policy

The proposed lone working policy was discussed and approved by the Finance and Resources committee.

c. Additional Policy Documents

The clerk reported that she had produced two additional documents, a Grievance policy and a Disciplinary Policy based on NALC guidelines. It was agreed that the councillors would review these before the next meeting.

Additionally the clerk noted that the Standing Order and Financial Regulations would need to be approved at the May Parish Council Meeting, and that some revisions are necessary.

Action: Clerk to distribute Grievance and Disciplinary Policies

Action: Clerk to revise Standing orders and Financial Regulations

F19-048: To discuss 2020/21 projects in preparation for more detailed plan

The clerk had provided to the meeting a list of potential projects which were not discussed however it was noted that a project to improve the Parish Office needed to be added to the list. Cllr S Burgess agreed to further investigate.

Action: Cllr S Burgess to provide a draft Parish Council planning document.

F19-049: Items for noting, AOB or for inclusion on next month's agenda:

Nil

F19-050: Date of Next Meetings:

Parish Council Meeting: 7pm, 9th March 2020 in the Millennium Memorial Hall, Littleton

Finance & Resources Meeting: 9:45am, 6th May 2020 at the Sports Pavilion, Littleton Recreation Ground.

F19-051 Summary of Actions

ID	Owner	Action Point	Status
F&R.1	Cllr KL	Cllr K Learney to discuss donations to the church with the Senior legal officer at Winchester City Council.	New
F&R.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.	New
F&R.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.	New
F&R.4	Cllr SB	Cllr S Burgess to investigate potential contractors for maintaining playground equipment	New
F&R.5	Cllr JBi & SB	Cllr J Biddlecombe and Cllr S Burgess to review the netball facility to consider next steps.	New
F&R.6	Clerk	Clerk to update the proposed budget for review at the next Parish Council Meeting.	New
F&R.7	Clerk	Clerk to produce a draft Grant Policy Document	New
F&R.8	Cllr SB	Cllr S Burgess to notify the Burley Rd parishioner that the Parish Council approves the grant.	New
F&R.9	Clerk	Clerk to contact First Responders to identify if parishioners can contact them for first aid.	New
F&R.10	Clerk	Clerk to distribute Grievance and Disciplinary Policies	New
F&R.11	Clerk	Clerk to revise Standing orders and Financial Regulations	New
F&R.12	Clerk	Cllr S Burgess to provide a draft Parish Council planning document.	New