

MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL FINANCE AND RESOURCES COMMITTEE MEETING

held on Wednesday 9th September 2020
at 7pm 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.

F20-014: Apologies for Absence

None.

F20-015: Declarations of Interest

None.

F20-016: Minutes of the meeting held 8th July 2020

The minutes of the meeting of 8th July 2020 were presented and it was **proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham and RESOLVED that the minutes of the meeting held on 8th July 2020 be approved.**

F20-017: 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.

F20-018: Public Participation

None.

F20-019: Employee Matters

The announcement from the National Joint Council (NJC) on annual leave, and pay scales for 2020-21 was discussed and it was agreed that this matter should be put forward to the next Parish Council meeting. It was noted that any pay rise needs to be backdated to 1 April 2020.

F20-020: Legal Matters / Health and Safety

a. Building Valuation Report

The valuation report for the Parish Council buildings from Trinity Rose was discussed, and it was agreed that the values were a fair representation of the replacement building cost.

b. Parish Council Asset Register

The revised asset register was reviewed and it was agreed that costs for surfaces would not be included in the insurance totals, and therefore the Sports clubs should be notified that the various sporting surfaces are not being insured by the Parish Council.

Action: The clerk to inform the Sports Clubs that sport's club surfaces are not covered by the Parish Council insurance.

c. Proposed insurance policy renewal.

The proposal documents for renewing the Parish Council's insurance values were discussed. The clerk raised a concern from Cllr D Tozer that breakdown cover was not included specifically for the Parish Council computer where a loss of data may occur. It was noted that the clerk was doing regular back-up's and there was provision in the reserves to replace the computer therefore it was thought that breakdown cover was not needed.

The clerk also noted that the insurance policy identified that a flat roof inspection should occur every two years, and that a fire risk assessment should be carried out on the buildings.

Action: The clerk to arrange for a fire risk assessment of Parish Council buildings.

It was agreed that the insurance documents from Came&Company were fit for purpose and that the documents should be proposed for approval at the next Parish Council meeting.

F20-021: Bank Reconciliation

The clerk noted that the bank reconciliation documents for June 2020 had been cross checked against the bank statements and payment sheets, and signed off by Cllr S Burgess, and this was shared on the Zoom screen. The reconciliation documents for July and August have not been checked yet.

F20-022: Current Financial State**a. Expenditure and Receipts**

The Parish Clerk explained the current expenditure and receipts received. This was generally found to be satisfactory, with expenditure considerably under the budget. It was noted that the current large under spend on the playground budget is likely to be addressed with the plans from the Estates Working groups for new equipment. There was an overspend on water costs due to heavy usage by the Sports teams and it was proposed that the Parish Council investigate separate water meters for the Sports team, and the Millennium Hall.

Action: The Clerk to investigate potential solutions for extra water meters for the Millennium Hall and the Sports clubs.

Action: The Clerk to inform the Millennium Hall trustees and the Sports Clubs regarding the investigations into separate water meters.

b. Reserves

The reserves position was also reviewed and it was agreed that it should be proposed at the next Parish Council meeting that £500 should be transferred from general reserves into the training budget.

Cllr J Biddlecombe also noted that he was hoping to propose a solution for the new speed camera at the September Parish Council Meeting which is likely to cost more than the amount currently listed in the reserves statement.

Cllr P Highfield suggested that there should also be some contingency for the Sports Club improvements; however until the actual space requirements are identified by the clubs it will not be clear how much to reserve. Additionally Cllr P Cunningham noted that the Parish Council would need to investigate funding options for any storage work.

F20-023: Review of Policies and Other Documents**a. Standing Orders**

The proposed Standing Orders document was discussed and it was agreed that it was now ready to be distributed for final review and approval at the Annual General Meeting in October.

b. Financial Regulations

The proposed Financial Regulations document was discussed and it was agreed that it was now ready to be distributed for final review and approval at the Annual General Meeting in October.

It was noted that there was a clause in the Financial Regulations that may allow the council to renegotiate the Grounds Maintenance contract without putting it on the contracts website.

Action: The clerk to check with HALC if clause 11d in the Financial Regulations would allow the council to negotiate a new Grounds Maintenance contract with Green Smile without going to tender.

c. Delegation Schedule

The proposed Delegation Schedule was reviewed and it was agreed that it was ready for review and approval at the Annual General Meeting in October.

d. Grievance Policy

The revised Grievance policy was reviewed and following a unanimous vote the Finance and General Purposes committee agreed to adopt the document.

F20-024: Sports Club Costs

Cllr S Burgess presented the current projected Sports Club costs for the April –September period and options for the use of the Covid-19 grant from Winchester City Council were discussed.

Action: Cllr S Burgess to discuss Sports Club costs with the Sports Club treasurer.

F20-025: Items for noting, AOB or for inclusion on next month's agenda:

It was noted that the Parish Council had received a request for a grant from Citizens Advice and it was agreed this should be covered in the next Parish Council meeting. Additionally the question of adoption of the GPO telephone box, and the request for a memorial bench in the recreation ground should also be passed to the Parish Council meeting for a full council decision.

F20-026: Date of Next Meetings:

Parish Council Meeting: 7pm, 14th September 2020 via Zoom conference call.

Finance & Resources Meeting: 9:45am, 18th November 2020 via Zoom conference call.

F20-027 Summary of Actions

Table 1: Open Action Points

| ID | Owner | Action Point | Status |
|------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| FGP.4 | Cllr SB | Cllr S Burgess to investigate potential contractors for maintaining playground equipment 9Sep20: In progress. | 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 9Sep20: In progress. | Open |
| FGP.1 6 | Cllr PH | Cllr P Highfield to work with Cllr J Burgess to identify requirements for playground/gym equipment improvements. 9Sep20: In progress. | Open |
| FGP.2 2 | Clerk | The clerk to inform the Sports Clubs that sport's club surfaces are not covered by the Parish Council insurance. | New |
| FGP.2 3 | Clerk | The clerk to arrange for a fire risk assessment of Parish Council buildings. | New |
| FGP.2 4 | Clerk | The Clerk to investigate potential solutions for extra water meters for the Millennium Hall and the Sports clubs. | New |
| FGP.2 5 | Clerk | The Clerk to inform the Millennium Hall trustees and the Sports Clubs regarding the investigations into separate water meters | New |
| FGP.2 6 | Clerk | The clerk to check with HALC if clause 11d in the Financial Regulations would allow the council to negotiate a new Grounds Maintenance contract with Green Smile without going to tender. | New |
| FGP.2 7 | Clerk | Cllr S Burgess to discuss Sports Club costs with the Sports Club treasurer. | New |

Table 2: Closed Action Points

| ID | Owner | Action Point (Closed) | Status |
|------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 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. 9Sep20: Done. | Closed |
| FGP.1 3 | Clerk | The clerk to identify the correct fidelity insurance cover value in time for the next insurance renewal. 9Sep20: Done, fidelity cover raised to £200,000. | Closed |
| FGP.1 4 | Clerk | The clerk to arrange for a valuation of Parish Council Buildings. 9Sep20: Done. | Closed |
| FGP.1 5 | Clerk | The clerk to review insurance cover arrangements for the huts in the tennis and croquet areas, and the football goals. 9Sep20: Done. Huts and football goals covered under LHPC insurance, croquet huts under the croquet team insurance. | Closed |
| FGP.1 7 | Cllr SB | Cllr S Burgess to sign the Investment Strategy document. 9Sep20: Done. | Closed |
| FGP.1 8 | Cllr SB | Cllr S Burgess to sign the Statement of Internal Control. 9Sep20: Done. | Closed |
| FGP.1 9 | Clerk | The clerk to update the grievance policy ready for approval. 9Sep20: Done. | Closed |
| FGP.2 0 | Clerk | The clerk to distribute the most recent Finance Regulation document. 9Sep20: Done. | Closed |
| FGP.2 1 | Clerk | Cllr S Burgess to email the Parish Council with the proposal to cancel the August meeting. | Closed |

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| | | 9Sep20: Done. | |
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