

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL
FINANCE AND RESOURCES COMMITTEE MEETING
held on Wednesday 18th November 2020
at 9:30 am via Zoom conference call.**

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

In attendance: Mrs L Fielding.

Members of the public: None.

F20-028: Apologies for Absence

None.

F20-029: Declarations of Interest

None.

F20-030: Minutes of the meeting held 9th September 2020

The minutes of the meeting of 8th July 2020 were presented and it was **proposed by Cllr P Highfield, seconded by Cllr K Learney and RESOLVED that the minutes of the meeting held on 9th September 2020 be approved.**

F20-031: 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.

F20-032: Public Participation

None.

F20-033: Employee Matters

a. Covid-19

The clerk reported that the Pavilion and Office are closed during the current lockdown, and that the Cleaner is only working outdoors to empty bins and generally keep the site tidy, and that the Clerk is working from home unless there is a specific need to go into the office.

b. Parish Council workload

The Clerk and Chair reported that over the past nine months the workload for the Parish Council, and therefore the Clerk has increased. This additional workload has been as a result of the addition of new Parish Council procedures, the introduction of new working groups which are actively making improvements, catching up on out of date Parish Council documents, and Covid-19 related work. Whilst some of this may be of a temporary nature it is anticipated that there will be considerable work in the future to deal with the Flowerdown MOD proposals.

Several proposals were discussed to deal with the additional workload, and it was agreed to further investigate the option of having an assistant Clerk with specifically assigned duties in preparation for making a proposal to the full council.

Action: Cllr S Burgess, supported by Cllr J Biddlecombe and the Clerk to define a job description for an Assistant Clerk.

F20-034: Legal Matters / Health and Safety

The process for managing public participation at Parish Council meetings was discussed particularly regarding the introduction of a Parish Council Development Committee where much public participation is anticipated.

Action: Cllr S Burgess to develop a defined process for managing public participation at meetings.

F20-035: Bank Reconciliation

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

F20-036: 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 under the budget however there are significant spending plans for the next few months to include playground work, fencing, a Speed Camera, and a new Pavilion fire escape.

b. Reserves

The reserves position was reviewed, and no issues were raised.

c. LHPC Covid-19 related losses.

The clerk presented an overview of existing losses, and potential losses for the rest of the financial year due to loss of income from the Sports Club and the Millennium Hall Trustees as a result of the Covid-19 pandemic. After some consideration, it **was resolved that the Parish Council should negotiate with the Sports Club and the Millennium Hall trustees to agree on payments that can be made.**

Action: Cllr S Burgess and Cllr J Biddlecombe to negotiate charges with both the Millennium Hall trustees and the Sports Club.

F20-037: 2021/2020 Financial Planning

a. 2021/2022 Budget (Expenditure and Income)

The proposed budget for 2020/21 was discussed and individual budget line items were reviewed with some modifications made to include increasing the budget for the car park, flooding resilience, and the addition of two new budget line items for Parish Council development work and an anticipated Assistant Clerk.

It was agreed that the budget proposal should be put forward to the December Parish Council meeting.

b. 2020/21 Precept charge

Given the anticipated income, the meeting proposed to add £13,000 from reserves to enable the proposed Band D charge to be just under £80. This would be approximately 10% more than last year, however this was considered to be good value based on anticipated Parish Council objectives for the 2020/21 financial year.

It was agreed that the Precept proposal should be put forward to the December Parish Council meeting.

F20-038: Items for noting, AOB, or for inclusion on next month's agenda:

None.

F20-039: Date of Next Meetings:

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

Finance & Resources Meeting: 9:30 am, 3rd March 2021 via Zoom conference call.

F20-040 Summary of Actions

Table 1: Open Action Points

| ID | Owner | Action Points (Open) | Status |
|--------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| FGP.22 | Clerk | The clerk to inform the Sports Clubs that Sport's club surfaces are not covered by the Parish Council insurance. 18Nov20: Done, however the Sports Club chair would like further information on costs and Insurance coverage. | Open |
| FGP.23 | Clerk | The clerk to arrange for a fire risk assessment of Parish Council buildings. 18Nov20: Mid-Hants Fire Protection has been contacted for a quote. | Open |
| FGP.28 | Cllrs SB, JBi, and Clerk | Cllr S Burgess supported by Cllr J Biddlecombe and the Clerk to define a job description for an Assistant Clerk. | New |
| FGP.29 | Cllr SB | Cllr S Burgess to develop a defined process for managing public participation at meetings. | New |
| FGP.30 | Cllrs SB and JBi | Cllr S Burgess and Cllr J Biddlecombe to negotiate charges with both the Millennium Hall trustees and the Sports Club. | New |

Table 2: Closed Action Points

| ID | Owner | Action Points (Closed) | Status |
|--------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| FGP.4 | Cllr SB | Cllr S Burgess to investigate potential contractors for maintaining playground equipment 9Sep20: In progress. 18Nov20: Not possible to tender with Covid-19 restrictions. Close action and reconsider in the future. | Closed |
| FGP.12 | 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. 18Nov20: Plan being used by the Estates WG. Close action | Closed |
| FGP.16 | Cllr PH | Cllr P Highfield to work with Cllr J Burgess to identify requirements for playground/gym equipment improvements. 9Sep20: In progress. 18Nov20: Discussion held, covered by Estates WG. Close action | Closed |
| FGP.24 | Clerk | The Clerk to investigate potential solutions for extra water meters for the Millennium Hall and the Sports clubs. 18Nov20: A quote has been received for the installation of water metres which will be proposed at the next Parish Council meeting. Additionally, a local water diviner has agreed to do a full assessment of the recreation ground | Closed |
| FGP.25 | Clerk | The Clerk to inform the Millennium Hall trustees and the Sports Clubs regarding the investigations into separate water meters 18Nov20: The Trustees and the Sports Club have been contacted. | Closed |
| FGP.26 | 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. 18Nov20: Done, HALC and NALC have confirmed it would be possible. | Closed |
| FGP.27 | Clerk | Cllr S Burgess to discuss Sports Club costs with the Sports Club treasurer. 18Nov20: Done. | Closed |