

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL  
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING  
held on Tuesday 27<sup>th</sup> April 2021  
at 9:30 am via Zoom conference call.**

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

**In attendance:** Mrs L Fielding.

**Members of the public:** None.

**F21-001: Apologies for Absence.**

Cllr K Learney, Cllr E Maun.

**F21-002: Declarations of Interest.**

None.

**F21-003: Minutes of the meeting held on 3<sup>rd</sup> March 2021.**

The minutes of the meeting of 3<sup>rd</sup> March 2021 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 3<sup>rd</sup> March 2021 be approved.**

**F21-004: Matters Arising.**

The actions from the last meeting were reviewed. The current status of actions is shown at the end of these minutes.

**F21-005: Public Participation.**

None.

**F21-006: Employee Matters.**

Cllr S Burgess reported that all the staff appraisals have been completed.

**F21-007: Legal Matters / Health and Safety.**

The Clerk reported that the Health and Safety improvement measures are almost completed, and that the installation of the Pavilion Fire Alarm and improvements in the Pavilion kitchen are planned for May 2021.

Cllr S Burgess stated that the council's insurance company have closed the claim related to damage to bicycles that were on the top of a car when a driver drove into the Yellow Recreation Ground Height Barrier. The claimant's solicitor has not issued proceedings, and therefore AXA believes the matter is resolved and have closed their files. Cllr J Biddlecombe suggested we collect cost information in case the claimant decided to pursue the claim in the future. It was agreed that a height limit sign for the barrier should be installed.

**Action:** The Clerk to ask the council's insurance company to confirm the period when a claim for the incident at the Yellow Recreation Ground Barrier can still be made, and to check if the council's insurance premium will increase.

**Action:** The Clerk to collate the council's losses as a result of the incident at the Yellow Recreation Ground Barrier in case a claim is made in the future.

**Action:** The Clerk to install a height limit sign on the Yellow Recreation Ground Barrier.

**F21-008: Finance and General Purposes Terms of References.**

The Finance and General Purposes Term of Reference document was reviewed, and it was agreed that it should be proposed for approval by the full Parish Council at the Annual Parish Council Meeting.

**F21-009: Approval of Policies and Other Documents.**

a. LHPC Investment Strategy

The proposed LHPC Investment Strategy was reviewed, and it was resolved with all in favour, that the document would be adopted. Cllr S Burgess then signed the paper copy of the LHPC Investment Strategy.

b. LHPC Statement of Internal Control.

The proposed LHPC Statement of Internal Control was reviewed, and it was resolved with all in favour, that the document would be adopted. Cllr S Burgess then signed the paper copy of the LHPC Statement of Internal Control.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## c. LHPC Health and Safety Policy.

The LHPC Health and Safety Policy was reviewed, and several concerns related to the Health and Safety of Sports club members and volunteers were discussed. It was agreed to pursue these concerns with the Sports Club and adjust the document accordingly.

**Action:** The Clerk to ask the Sports Club's if they store petrol or gas bottles in the Recreation Ground buildings.

**Action:** The Clerk to ask the Sports Club's to provide club specific Health and Safety Policies.

**Action:** The Clerk to update the Health and Safety policy to ensure that the clubs indemnify the Parish Council against any claims made as a result of their use of the Recreation Ground, and this should also be added to the Management Agreement with the Sports Clubs.

## d. LHPC Training and Development Policy.

The proposed LHPC Training and Development Policy was reviewed, and it was **proposed by Cllr S Burgess, seconded by Cllr P Cunningham, and RESOLVED to adopt the LHPC Training and Development Policy, dated 29<sup>th</sup> March 2021.**

## e. LHPC Grant Awards Policy.

The proposed LHPC Grant Awards Policy was discussed, and it was agreed that the document should be approved with the expectation that it continues as a working document that can be updated as necessary. It was therefore **proposed by Cllr S Burgess, seconded by Cllr P Cunningham, and RESOLVED to adopt the LHPC Grant Awards Policy dated 12<sup>th</sup> March 2021.**

**F21-010: Bank Reconciliation.**

The clerk noted that the bank reconciliation documents for February and March 2021 had been cross-checked against the bank statements and payment sheets, and signed off by Cllr J Biddlecombe, and this was shared on the Zoom screen.

**F21-011: Current Financial State.**

## a. Payments and Receipts.

The Clerk explained the current expenditure and receipts received. This was generally found to be satisfactory although the information only covered the month of April to date.

## b. Reserves.

The reserves position was reviewed, and it was noted that money from the playground budget may be required this year as there is considerable maintenance identified for playground equipment and surfaces due to the increased usage of the playgrounds during the lockdown period. Additionally, the flood alleviation budget is now quite healthy, and it was suggested that some of the money could be used to build up the lowest corner of the pond surround to prevent water spilling out onto the road.

**F21-012: Annual Audit / Annual Accounts.**

## a. Internal Audit Report.

The internal audit report and the audit section of the Annual Governance and Accountability (AGAR) document were reviewed. Although the Parish Council had received a clean internal audit report, the internal auditor recommended some improvements including using the Chairman's allowance instead of specific Local Government Act 1972 section 137 expenditure, and increasing the level of the fidelity guarantee to £230,000.

**Action:** The Clerk to contact HALC to get further information on the use of the Chairman's allowance.

**Action:** The Clerk to contact the council's insurers to increase the fidelity cover to £230,000.

## b. Annual Governance and Accountability Return (AGAR) submission.

Sections 1 and 2 of the AGAR document were reviewed. It was agreed that based on the Parish Council's financial control measures, and the clean audit report from the internal auditor, the Finance and General Purposes Committee would recommend to the full council that all the assertions in Section 1 of the AGAR submission could be approved. It was also agreed that Section 2 reflected the figures as presented in the Annual Accounts at the April LHPC meeting.

**F21-013: Items for noting, AOB, or for inclusion on next month's agenda.**

None.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**F21-014: Date of Next Meetings.**

- a. Parish Council Meeting: 7 pm, 4<sup>th</sup> May 2021 via Zoom conference call.  
 b. Finance & Resources Meeting: 9:30 am, 8<sup>th</sup> September 2021 at the Sports Pavilion.

The meeting closed at 10:45 am.

**F21-015 Summary of Actions.****Table 1: Open Action Points**

ID	Owner	Action Points (Open)	Status
F21.01	Clerk	The Clerk to ask the council's insurance company to confirm the period when a claim for the incident at the Yellow Recreation Ground Barrier can still be made, and to check if the council's insurance premium will increase.	New
F21.02	Clerk	The Clerk to collate the council's losses as a result of the incident at the Yellow Recreation Ground Barrier in case a claim is made in the future.	New
F21.03	Clerk	The Clerk to install a height limit sign on the Yellow Recreation Ground Barrier.	New
F21.04	Clerk	The Clerk to ask the Sports Club's if they store petrol or gas bottles in the Recreation Ground buildings.	New
F21.05	Clerk	The Clerk to ask the Sports Club's to provide club specific Health and Safety Policies.	New
F21.06	Clerk	The Clerk to update the Health and Safety policy to ensure that the clubs indemnify the Parish Council against any claims made as a result of their use of the Recreation Ground, and this should also be added to the Management Agreement with the Sports Clubs.	New
F21.07	Clerk	The Clerk to contact HALC to get further information on the use of the Chairman's allowance.	New
F21.08	Clerk	The Clerk to contact the council's insurers to increase the fidelity cover to £230,000.	New
F21.31	Clerk and Cllr SB	The Clerk and Cllr S Burgess to review the additional policy documents that may be required. <b>27Apr21:</b> In progress. New documents created include a document retention policy and a complaints policy.	Open
F21.28	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. <b>3Mar21:</b> As the LHPC work volume keeps fluctuating, further assessment of this matter will be postponed until the end of Pandemic restrictions (Jun 21) when the work pattern of the Clerk should settle down. In the short term, it will be proposed at the next LHPC meeting to allow the Clerk to work overtime for the period April-June. <b>27Apr21:</b> The Clerk is currently working overtime. To be reviewed after June.	Open
F21.29	Cllr SB	Cllr S Burgess to develop a defined process for managing public participation at meetings. <b>3Mar21:</b> Minor changes in procedure have been introduced by the Chair. Standing orders (for approval May 21) will be adjusted to request public participants to identify themselves and their interests/affiliations before they speak. <b>27Apr21:</b> The updated standing orders will be proposed at the Annual Parish Meeting.	Open

**Table 2: Closed Action Points**

ID	Owner	Action Points (Closed)	Status
F21.32	Clerk	The Clerk to update the LHPC Budget document and reserves statement for the March Parish Council meeting. <b>27Apr21:</b> Done.	Closed
F21.33	Cllr SB	Cllr J Biddlecombe to confirm the date for the work on the overflow car park. <b>27Apr21:</b> Done.	Closed