

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

**held on Wednesday 3rd March 2021
at 9:30 am via Zoom conference call.**

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

In attendance: Mrs L Fielding.

Members of the public: None.

F20-041: Apologies for Absence

Cllr P Highfield.

F20-042: Declarations of Interest

None.

F20-043: Minutes of the meeting held 18th November 2020

The minutes of the meeting of 18th November 2021 were presented and it was **proposed by Cllr P Cunningham, seconded by Cllr J Biddlecombe and RESOLVED that the minutes of the meeting held on 18th November 2020 be approved.**

F20-044: Matters Arising

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

It was noted that there had been a problem with installing the water meter in the Millennium Hall and the location of the meter within the building will need to be modified. The plumber has agreed to produce another quote to include the additional work.

F20-045: Public Participation

None.

F20-046: Employee Matters

a. Staff Pay Rises

After some discussion it was proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham, and RESOLVED to propose a £1 pay rise per hour for the cleaner at the March Parish Council meeting, thereby increasing his salary to £11.50 per hour. It was also agreed that Cllr S Burgess will propose a pay rise for the clerk, based on her contract requirements, for approval at the March Parish Council meeting.

b. Staff Appraisals

Cllr S Burgess reported that the staff appraisals were in progress for completion.

F20-047: Legal Matters / Health and Safety

The Clerk noted that she has been on a Health and Safety course and that the existing Health and Safety policy needs to be reviewed, and procedures may also need to be produced to cover volunteers using grass cutting machinery. The Clerk is also reviewing the Freedom of Information Publication Scheme. This has highlighted the need for a document retention scheme and a separate privacy policy in addition to our existing data protection document.

Action: The Clerk and Cllr S Burgess to review the additional policy documents that may be required.

F20-048: Bank Reconciliation

The clerk noted that the bank reconciliation documents for October, November and December 2020, and January 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.

F20-049: Current Financial State

a. Payments and Receipts

The Parish Clerk explained the current expenditure and receipts received. This was generally found to be satisfactory, with expenditure under budget however there are significant spending plans in March which will help to offset the existing underspend for the 2020-21 Financial Year.

b. Reserves

The reserves position was reviewed, and it was proposed by Cllr K Learney to transfer money from the unreserved funds into the building reserved fund to make it available for the planned office work in the next financial year. Cllr J Biddlecombe also noted that the work for the overflow car park would need to be taken from the unearmarked reserves if it is completed in the current financial year.

Action: The Clerk to update the LHPC Budget document and reserves statement for the March Parish Council meeting.

Action: Cllr J Biddlecombe to confirm the date for the work on the overflow car park.

F20-050: Review of Sports Club Charges

The Clerk presented a spreadsheet containing the Sports related expenditure for the past 5 months together with the out of area Sports members levy information provided by the Sports Club treasurer. It was **proposed by Cllr S Burgess, seconded by Cllr K Learney and RESOLVED to present this to the Sports club as the proposed charge for the second half-year payment.**

Action: The Clerk to forward the Sports related expenditure spreadsheet to the Sports Club Treasurer.

F20-051: Review of Policies and Other Documents

a. Risk Register

The proposed risk register document 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 J Biddlecombe and RESOLVED to adopt the LHPC Risk Register (v1.3).**

b. Standing Orders

The proposed standing orders were reviewed and the changes for accessibility, and the information on Working groups were noted. Cllr S Burgess also asked for some notes to be added to section 3d to highlight that members of the public should introduce themselves and identify their interests and affiliations before they speak. It was then agreed that with these changes the document could be promoted for review and approval by the full Parish Council at the Annual Parish Council meeting in May.

c. Financial Regulations

The Clerk presented the changes to the financial regulations which included some minor modifications to the requirements for contracts over £25,000. It was agreed that this document could also be promoted for review and approval by the full Parish Council at the Annual Parish Council meeting in May.

d. Regular Payment List

The Clerk presented the regular payment list as required by Section 5.5 of the LHPC Financial Regulations. It was agreed that this document would be presented for formal approval at the April Parish Council meeting.

F20-052: Plan for Parish Council meetings to July 2021

Cllr S Burgess highlighted the Covid-19 legislation that only allows online meetings to continue until 7th May 2021. He presented a plan for the Annual Parish Assembly and the Annual Parish Council meeting to be held in April and May respectively, and for face to face Parish Council meeting to re-start in late June after the pandemic restrictions are expected to be released. This also had implications on the timings for the production of eNewsletters and the paper newsletter.

After some discussion, it was agreed that Cllr S Burgess would present this plan at the March Parish Council meeting.

F20-053: Items for noting, AOB, or for inclusion on next month's agenda:

Cllr J Biddlecombe noted that the Winchester Speed Watch coordinator would like downloaded data from the Speed Indicator Device which the Clerk agreed to provide.

F20-054: Date of Next Meetings:

- Parish Council Meeting: 7 pm, 8th March 2021 via Zoom conference call.
- Finance & Resources Meeting: 9:30 am, proposed 27th April 2021 via Zoom conference call.

F20-055 Summary of Proposals for the next full Parish Council Meeting

- Proposal to increase the Cleaner's salary by £1 from £10.50 to £11.50
- Proposal to increase the Clerk's salary by 1 point on the NJC grade scale (from scale point 20 to 21).
- Proposal to transfer money from unearmarked reserves to the Pavilion and Property reserves fund.
- Proposal to allow the clerk to work overtime for the April to June period.

F20-056 Summary of Actions**Table 1:** Open Action Points

ID	Owner	Action Points (Open)	Status
FGP.31	Clerk and Cllr SB	The Clerk and Cllr S Burgess to review the additional policy documents that may be required.	New
FGP.32	Clerk	The Clerk to update the LHPC Budget document and reserves statement for the March Parish Council meeting.	New
FGP.33	Cllr SB	Cllr J Biddlecombe to confirm the date for the work on the overflow car park.	New
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. 3Mar21: 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 Parish 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.	Open
FGP.29	Cllr SB	Cllr S Burgess to develop a defined process for managing public participation at meetings. 3Mar21: 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.	Open

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	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. 3Mar21: The Parish Council insurance company reported that an additional £298.08 would be required to cover the tennis court surfaces for loss or damage, and the clerk has reported this back to the Sports Club chair. Action closed.	Closed
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. 3Mar21: The fire assessment has been completed, and work is ongoing to install major fire protection improvements in the Pavilion as well as a new electrical distribution board. Fire safety improvements have already been installed in the tennis Cabin, and a new Pavilion metal fire escape has also been installed. Action closed.	Closed
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. 3Mar21: Accepted by the Millennium Hall and the Sports Club. Water meters will be used to obtain accurate records of water use leading to charges being applied appropriately.	Closed