

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
held on Monday 4th March 2022
at 10:30 am at the Sports Pavilion, Littleton Recreation Ground.**

Present: Cllr G Sallis (Chair), Cllr J Biddlecombe, Cllr P Cunningham, Cllr E Maun, Cllr D Tozer.

In attendance: Mrs L Fielding.

Members of the public: None.

F21-016: Apologies for Absence

None.

F21-017: Declarations of Interest

Cllr G Sallis reported that he was relying on a dispensation for a **pecuniary interest** in website and parish communication matters as his wife is the webmaster (see minute item F21-026e).

F21-018: Minutes of the meeting held 27th April 2021

The minutes of the meeting of 27th April 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 27th April 2021 be approved.**

F21-019: Matters Arising

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

F21-020: Public Participation

None.

F21-021: Employee Matters

a. Staff Appraisals

It was agreed that staff appraisals should be arranged for the Parish Clerk and the cleaner.

b. To review employees' salaries for the 2022/2023 financial year.

After some discussion it was resolved to propose a 50p per hour pay rise for the cleaner, and a two grade point rise for the Clerk at the March Parish Council meeting.

F21-022: Legal Matters / Health and Safety

None.

F21-023: Bank Reconciliation

The Clerk presented the bank reconciliation documents that had been produced since the last meeting, and highlighted the signatures of councillors who had cross-checked the reconciliation figures against the monthly cashbook and bank statements.

F21-024: 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 agreed that more detailed descriptions for each of the individual earmarked reserves should be provided.

Action: The Clerk and Cllr E Maun to propose descriptions for each of the earmarked reserve line items.

Action: The Clerk to contact Winchester City Council to ask if CIL money can be used for the proposed Sports Equipment storage project.

F21-025: Review of Sports Club Charges

The Clerk presented a spreadsheet containing the Sports related expenditure for the past 6 months and it was resolved to forward 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.

F21-026: Review of Policies and Other Documents

a. LHPC Risk Register

The proposed risk register document was discussed, and it was RESOLVED to adopt the LHPC Risk Register (v1.4).

b. LHPC Standing Orders

The current standing orders were reviewed, and it was resolved that no changes were necessary, and that the document could be promoted for review and adoption by the full Parish Council at the Annual Parish Council meeting in May.

c. LHPC Financial Regulations

The current financial regulations were reviewed, and it was resolved that no changes were necessary, and that the document could be promoted for review and adoption by the full Parish Council at the Annual Parish Council meeting in May.

d. LHPC Delegation Schedule

The proposed delegation schedule was reviewed including the proposed change for dealing with planning applications where council feedback comments are required before a LHPC full council meeting is held. 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.

e. LHPC Regular Payment List

The Clerk presented the regular payment list as required by Section 5.5 of the LHPC Financial Regulations. There were some minor modifications including the addition of the monthly Adobe payment, and a change to the webmaster's company to a non-profit organisation. It was agreed that this document would be presented for formal approval at the March Parish Council meeting.

F21-027: Items for noting, AOB, or for inclusion on next month's agenda:

None.

F21-028: Date of Next Meetings:

- a. Parish Council Meeting: 7 pm, 14th March 2022 at Littleton Millennium Memorial Hall.
- b. Finance & Resources Meeting: 9:30 am, 4th May 2022 at the Sports Pavilion, Littleton Recreation Ground.

F21-029 Summary of Proposals for the next full Parish Council Meeting

- a. Proposal to increase the Cleaner's salary by 50p.
- b. Proposal to increase the Clerk's salary by 2 points on the NJC grade scale (from scale point 22 to 24).
- c. Proposal to approve the LHPC Regular Payment Schedule.

F21-030 Summary of Actions

Table 1: Open Action Points

ID	Owner	Action Points (Open)	Status
F21.09	Clerk and Cllr EM	The Clerk and Cllr E Maun to propose descriptions for each of the earmarked reserve line items.	New
F21.10	Clerk	The Clerk to contact Winchester City Council to ask if CIL money can be used for the proposed Sports Equipment storage project.	New

ID	Owner	Action Points (Open)	Status
F21.11	Clerk	The Clerk to forward the Sports related expenditure spreadsheet to the Sports Club Treasurer.	New
F21.04	Clerk	The Clerk to ask the Sports Club's if they store petrol or gas bottles in the Recreation Ground buildings. 4Mar22: Bowls club store petrol cans in container which they planned to move by September. Tennis club have petrol tank for leaf blower, and gas bottle attached to barbecue (stored in shed). No information received from the other clubs.	Open
F21.05	Clerk	The Clerk to ask the Sports Club's to provide club specific Health and Safety Policies. 4Mar22: Received documents from Croquet and Cricket. The Croquet policy as it does not cover accidents for volunteers working on the green etc. An email reminder was sent for the last Sports club committee meeting.	Open
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. 4Mar22: Included in council's Health and Safety Policy. The Sports Club Management Agreement needs to be revised for this and other matters and agreed with the clubs.	Open

Table 2: Closed Action Points

ID	Owner	Action Points (Closed)	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. Response from insurance company:- Thank you for your email. Assuming the claim would be pursued under Tort the claimant would have 6 years to pursue the claim from the date of the incident, before limitation applies. Although unlikely, if the claimant does pursue the matter again this claim can be re-opened of course. Regarding premium, as no payments have been issued by AXA and the claim closed I would expect it to have minimal (or no) impact premiums, but insurers do take into account all factors at renewal so I couldn't guarantee this.	Closed
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. Repair of Barrier - £318 plus VAT Repaint (labour plus materials) - £263 (no VAT).	Closed
F21.03	Clerk	The Clerk to install a height limit sign on the Yellow Recreation Ground Barrier. Sign installed.	Closed
F21.07	Clerk	The Clerk to contact HALC to get further information on the use of the Chairman's allowance. HALC concurs with the auditor that LGA 1972 s137 should not be used for volunteer donations. They also suggest the Chairman's allowance, however they think there is a risk that giving money to volunteers could result in a claim from them that they were employees/workers rather than volunteers and said that the role should be clearly defined. They suggest not a direct monetary reward but an event to thank the volunteers or a public acknowledgement.	Closed
F21.08	Clerk	The Clerk to contact the council's insurers to increase the fidelity cover to £230,000. Done	Closed

ID	Owner	Action Points (Closed)	Status
FGP.28	Cllrs SB, JBi, and Clerk	<p>Cllr S Burgess supported by Cllr J Biddlecombe and the Clerk to define a job description for an Assistant Clerk.</p> <p>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.</p> <p>27Apr21: The Clerk is currently working overtime. To be reviewed after June.</p> <p>4Mar22: No longer required. Action closed.</p>	Closed
FGP.29	Cllr SB	<p>Cllr S Burgess to develop a defined process for managing public participation at meetings.</p> <p>3Mar21: Minor changes in procedure have been introduced by the Chair.</p> <p>Standing orders (for approval May 21) will be adjusted to request public participants to identify themselves and their interests/affiliations before they speak.</p> <p>27Apr21: The updated standing orders will be proposed at the Annual Parish Meeting.</p> <p>4Mar22: Done.</p>	Closed
FGP.31	Clerk and Cllr SB	<p>The Clerk and Cllr S Burgess to review the additional policy documents that may be required.</p> <p>27Apr21: In progress. New documents created include a document retention policy and a complaints policy.</p> <p>4Mar22: Done, co-option policy also produced.</p>	Closed