

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL  
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING  
held on Wednesday 29<sup>th</sup> March  
at 9:30 am at the Sports Pavilion, Littleton Recreation Ground.**

**Present:** Cllr J Biddlecombe (Acting Chair), Cllr P Cunningham, Cllr D Tozer.

**In attendance:** Mrs L Fielding.

**Members of the public:** None.

**F22-014: Apologies for Absence.**

Cllr G Sallis, Cllr E Maun.

**F22-015: Declarations of Interest.**

None.

**F22-016: Minutes of the meeting held on 16<sup>th</sup> November 2022.**

The minutes of the meeting of 16<sup>th</sup> November 2022 were presented, and it was **proposed by Cllr P Cunningham, seconded by Cllr D Tozer and RESOLVED that the minutes of the meeting held on 16<sup>th</sup> November 2022 be approved.**

**F22-017: Matters Arising.**

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

**F22-018: Public Participation.**

None.

**F22-019: Employee Matters.**

a. Staff Appraisals

It was agreed that the Clerk would prepare the appraisal form for an initial review by Cllr J Biddlecombe and then it would be shared with Cllr D Tozer and Cllr P Cunningham.

An appraisal for the Cleaner was not needed as he had recently left the council's employ.

b. To review employees' salaries for the 2023/24 financial year.

It was noted that the Clerk is on the LGA (Local Government Association) Spinal Point 24, and after a review of the Clerk's contract and following some discussion, it was agreed to put forward a proposal to increase this to Spinal Point 25 at the April Parish Council meeting.

It was also noted that there would be a cost of living rise at some point in the year following LGA discussions with the unions.

A Cleaner's salary increase was not discussed.

**F22-020: Legal Matters / Health and Safety.**

The Clerk reported that she had retrieved the Council's deeds and lease documents from the Council's solicitors, and would proceed to make copies for the Council's own records. She noted that the solicitors would not charge for continued safe storage, and it was resolved to return the documents to the solicitors when all the copies had been made.

**F22-021 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.

**F22-022: Current Financial State.**

a. Payments and Receipts

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

The Parish Clerk explained the current expenditure and receipts received and noted that the Council had spent considerable sums this year but that it was in line with the original budget. A few individual line items had gone slightly over budget, and in particular, the “unplanned” budget line item was significantly over budget due to the Parkour repairs following the vandalism, however, this had been agreed in advance and was offset by the payment from the insurance company.

b. Reserves

The reserves position was reviewed, and it was noted that the budget for Flood resilience may not need to be so large next year. It was also suggested that the budget for Football Pitch Improvements could be used to support the response to the Chafer Grub problem in the recreation ground.

It was agreed that the reserves position would be reviewed after the end of the financial year.

### **F22-023: Review of Policies and Other Documents**

a. LHPC Risk Register

The revised risk register document was discussed, and it was **proposed by Cllr D Tozer, seconded by Cllr P Cunningham and RESOLVED to adopt the LHPC Risk Register (v1.7).**

b. LHPC Standing Orders

The proposed standing orders were reviewed, and it was noted that the only modifications were for the procurement thresholds. It was resolved 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 proposed financial regulations were reviewed, and it was resolved that with a few minor changes to Section 4.1, 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 and following some changes to the expenditure authorisations it was agreed that the document could be promoted for review and approval by the full Parish Council at the Annual Parish Council meeting in May.

### **F22-024: Items for noting, AOB, or for inclusion on next month’s agenda:**

Cllr D Tozer asked if the playground schedule originally produced by a previous councillor had been implemented, and the Clerk was pleased to inform the meeting attendees that both the replacement of the Bradley Rd MUGA surfacing and the crow’s nest in Littleton had been on the plan, and had been completed. Additionally, Cllr L Winn was intending to follow up on work to improve the Outdoor Gym equipment in the next financial year.

### **F22-025: Date of Next Meetings:**

- Parish Council Meeting: 7:30 pm, 15<sup>th</sup> May 2023 at Littleton Millennium Memorial Hall.
- Finance & Resources Meeting: 9:30 am, 3<sup>rd</sup> May at the Sports Pavilion, Littleton Recreation Ground.

### **F22-026 Summary of Actions**

**Table 1:** Open Action Points

ID	Owner	Action Points (Open)	Status
F22.03	Clerk	The Clerk to contact the webmaster with regard to reviewing data protection policies. <b>29 Mar 23:</b> Discussed with the webmaster, and the policies are currently being revised.	Open

ID	Owner	Action Points (Open)	Status
F21.05	Clerk	<p>The Clerk to ask the Sports Club's to provide club specific Health and Safety Policies.</p> <p><b>4 Mar 22:</b> 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.</p> <p><b>16 Nov 22:</b> Draft policies for croquet and bowls club now available. Football club policy left to do.</p> <p><b>28 Mar 23:</b> The football policy is still outstanding – a reminder has been sent.</p>	Open

**Table 2:** Closed Action Points

ID	Owner	Action Points (Closed)	Status
F22.01	Clerk	<p>The clerk to revise the cleaner's job description.</p> <p><b>29 Mar 23:</b> Done.</p>	Closed
F22.02	Clerk	<p>The Clerk to arrange to send the current cleaner a voucher for £50.</p> <p><b>29 Mar 23:</b> Done.</p>	Closed
F22.04	Clerk	<p>Cllr D Tozer to confirm that the bank reconciliation documents had been cross-checked</p> <p><b>16Nov22:</b> Completed after the meeting.</p>	Closed
F22.05	Clerk	<p>The Clerk to ask the WCC Elections team if candidates could be transferred between wards if one would be contested and there were less than required number of candidates in the other ward.</p> <p><b>29 Mar 23:</b> Done, the answer is NO.</p>	Closed
F21.06	Clerk	<p>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.</p> <p><b>4Mar22:</b> 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.</p> <p><b>16 Nov 22:</b> In progress by Estates Working Group.</p> <p><b>28 Mar 23:</b> The draft management agreement now includes a requirement for clubs to have both an insurance policy and a health and safety policy.</p>	Closed