

**MINUTES OF THE LITTLETON AND HARESTOCK PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE MEETING
held on Wednesday 16th November 2022
at 9:30 am at the Sports Pavilion, Littleton Recreation Ground.**

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

In attendance: Mrs L Fielding.

Members of the public: None.

F22-001: Apologies for Absence

Cllr E Maun.

F22-002: Declarations of Interest

None.

F22-003: Minutes of the meeting held 4th March 2022

The minutes of the meeting of 4th March 2022 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 4th March 2022 be approved.**

F22-004: Matters Arising

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

F22-005: Public Participation

None.

F22-006: Employee Matters

It was noted that the cleaner had handed his notice in, and a new cleaner was being sought. The cleaner's job description was reviewed and a few modifications were proposed including updates to the holiday allowance and the probationary period.

It was agreed that the number of hours would not be specified as the amount of time required would depend on the calibre of the cleaner that was found, and the slightly modified job requirements.

Action: The clerk to revise the cleaner's job description.

The councillors all felt that the existing cleaner had done a very good job over the 6 years that he had been employed, and they resolved to thank the cleaner and provide a gift voucher to the value of £50 to come from the chair's allowance budget line item.

Action: The Clerk to arrange to send the current cleaner a voucher for £50.

F22-007: Legal Matters / Health and Safety

- a. To discuss the council's legal power to give grants for flood alleviation measures

The Parish Clerk noted that although the Public Health Act 1936, S260 part c, would allow the council to give grants for the Littleton flood alleviation measures, she had received advice that giving money to Hampshire County Council would be considered to be double taxation.

Cllr P Cunningham stated that Hampshire County Council had not yet asked for any funding and the Clerk's concerns would need to be considered if they did.

- b. To consider if the council should revise its data protection and privacy policies

It was noted that following the council's approval for CCTV cameras the data protection and privacy policies would need to be modified. It was suggested that the webmaster might be able to support the Clerk to review any revised policies.

Action: The Clerk to contact the webmaster with regard to reviewing data protection policies.

F22-008 Bank Reconciliation

The Clerk noted that bank reconciliation documents that had been produced since the last meeting had been cross-checked to compare the reconciliation figures against the monthly cashbook and bank statements; however these documents were not available at the meeting.

Action: Cllr D Tozer to confirm that the bank reconciliation documents had been cross- checked.

F22-009: 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 for the playgrounds in 2023 quarter one which will help to offset the existing underspend for the 2022-23 Financial Year.

b. Reserves

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

F22-010: 2023/2024 Financial Planning

a. 2023/2024 Budget (Expenditure and Income)

The proposed budget for 2023/24 was discussed and individual budget line items were reviewed with some modifications made to include increasing the budget for Grounds maintenance and for repairs to the Pavilion, plus some other minor modifications. It was noted that the elections team at Winchester City Council had estimated a contested election would cost £5,000.

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

Action: 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.

b. 2023/24 Precept charge

Given the anticipated income, the meeting proposed to add £17,000 from reserves to enable the proposed Band D charge to be £82.76 which would be a 5.2% increase compared to last year.

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

F22-011: Items for noting, AOB, or for inclusion on next month's agenda:

None.

F22-012: Date of Next Meetings:

a. Parish Council Meeting: 7 pm, 12th December 2022 at Littleton Millennium Memorial Hall.

b. Finance & Resources Meeting: 9:30 am, 7th March at the Sports Pavilion, Littleton Recreation Ground.

F22-013 Summary of Actions

Table 1: Open Action Points

| ID | Owner | Action Points (Open) | Status |
|--------|-------|--|------------|
| F22.01 | Clerk | The clerk to revise the cleaner's job description. | NEW |
| F22.02 | Clerk | The Clerk to arrange to send the current cleaner a voucher for £50 | NEW |
| F22.03 | Clerk | The Clerk to contact the webmaster with regard to reviewing data protection policies | NEW |
| F22.04 | Clerk | Cllr D Tozer to confirm that the bank reconciliation documents had been cross-checked 16Nov22: Completed after the meeting. | NEW |
| F22.05 | Clerk | 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. | NEW |

| ID | Owner | Action Points (Open) | Status |
|--------|-------|--|--------|
| 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. 16Nov22: Draft policies for croquet and bowls club now available. Football club policy left to do. | 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. 16Nov22: In progress by Estates Working Group. | Open |

Table 2: Closed Action Points

| ID | Owner | Action Points (Closed) | Status |
|--------|-------------------|---|--------|
| F21.09 | Clerk and Cllr EM | The Clerk and Cllr E Maun to propose descriptions for each of the earmarked reserve line items. 16Nov22: Done. | Closed |
| 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. 16Nov22: Done. The answer was yes. | Closed |
| F21.11 | Clerk | The Clerk to forward the Sports related expenditure spreadsheet to the Sports Club Treasurer. 16Nov22: Done. | Closed |
| 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. 16Nov22: No further information. Close action.. | Closed |