

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

**held on Wednesday 20th November 2024
at 2:00 pm at the Sports Pavilion, Littleton Recreation Ground.**

Present: Cllr J Biddlecombe, Cllr D Tozer, Cllr L Winn, Cllr P Cunningham

In attendance: Mrs L Fielding.

Members of the public: None.

F24-030: Apologies for Absence.

Cllr L Winn, Cllr T Jackson

F24-031: Declarations of Interest.

None.

F24-032: Minutes of the meeting held on 4th September 2024.

The minutes of the meeting of 4th September 2024 were presented, and it was proposed by Cllr D Tozer, seconded by Cllr J Biddlecombe and **RESOLVED that the minutes of the meeting held on 4th September 2024 be approved.**

F24-033: Review of Open Actions.

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

F24-034: Public Participation.

None.

F24-035: To consider how the council recognises the support from volunteers.

Several options were considered as alternatives to the current scheme for recognising volunteers. After some discussion, it was proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham and **RESOLVED to recommend to the December Parish Council meeting that the existing recognition system be continued.**

F24-036: Legal Matters / Health and Safety.

Cllr J Biddlecombe noted that he would be working with a volunteer who has agreed to help transcribe key sections of the Littleton Enclosure Award of 1844.

F24-037: Bank Reconciliation.

Checking the reconciliation figures against the monthly cashbook and bank statements was deferred to the next Finance and General Purposes meeting.

F24-038: To consider the introduction of fees for the Lloyds Bank Account.

The Clerk presented information from the Lloyds Bank that they would charge £4.25 monthly to operate the Lloyds Community Account from 14th January 2024. The bank would also charge fees of £0.10 for direct debits, standing orders, and interest or faster payment debits but this would only occur when there were more than 100 transactions per month. Additionally there would be a charge of £0.50 per cheque. The Clerk noted the council normally have approximately 30 transactions per month, and two cheques are received annually.

After some discussion, it was proposed by Cllr J Biddlecombe, seconded by Cllr P Cunningham to recommend to the December Parish Council meeting that the Council continue to use the Lloyds Community Account.

F24-039: Review / Approval of Policy Documents

a. LHPC Complaints Policy.

The proposed LHPC Complaints Policy (v1.1) was reviewed, and it was **RESOLVED that the document would be adopted.**

b. LHPC Disciplinary Policy.

The proposed LHPC Disciplinary Policy (v1.1) was reviewed, and it was **RESOLVED that the document would be adopted.**

c. LHPC Grievance Policy.

The proposed LHPC Grievance Policy (v1.1) was reviewed, and it was **RESOLVED that the document would be adopted.**

F24-040: Current Financial State including Reserves.

a. To review payments and receipts in comparison to the Council's annual budget

The Parish Clerk explained the current expenditure and receipts received, and she noted the expected spending until the end of the financial year. It was agreed that the finances were in a good position.

b. To review the reserves position.

The reserves position was reviewed, and it was agreed that some of the values would be considered at the end of the financial year.

F24-041: 2025/2026 Financial Planning

a. 2025/2026 Budget (Expenditure and Income)

The proposed budget for 2025/26 was discussed, individual budget line items were reviewed and some minor modifications were made.

It was agreed that the budget proposal should be recommended at the December Parish Council meeting.

b. 2024/25 Precept charge

Given the anticipated income (with an anticipated £10,000 from reserves), the meeting proposed to set the precept at £133,040 to enable the proposed Band D charge to be £87.99 which would be a 2% increase compared to last year. It was noted that the Band D charge would change to reflect this year's tax base information which has not yet been received from Winchester City Council.

It was agreed that the Precept proposal should be recommended at the December Parish Council meeting.

F24-042: Items for noting, AOB, or for inclusion on next month's agenda:

None.

F24-043: Date of Next Meetings:

a. Parish Council Meeting: 7:00 pm, 9th December 2024 at Littleton Memorial Hall.

b. Finance & Resources Meeting: 9:30 am, 5th March 2025 at the Sports Pavilion, Littleton Recreation Ground.

F24-044 Summary of Recommendations for the next full Parish Council Meeting

a. Recommend to continue the existing recognition system for volunteers.

b. Recommendation to continue banking with Lloyds and the use of the Community Account despite the introduction of fees.

c. Recommendation to consider the proposed budget for 2025/6.

d. Recommendation to set the Precept at £133,040 for the 2025/26 financial year.

F24-029: Summary of Actions**Table 1: Action Points**

ID	Owner	Action Points (Open)	Status
F24.03	Clerk	The Clerk to contact the Council's insurers to understand the options when a contractor's insurance policy would not fully cover a claim. 20 Nov 24: The insurance company would not cover a claim if the contractor's full public liability was not large enough, this applies to council contractors and those contracted by the Sports Club. The council should apply due diligence to confirm a contractor is competent, has the necessary qualifications and has public liability insurance suitable for the risk of the intended work. It is a contractor's responsibility to resolve any concern arising from a claim on their insurance, and the council's insurance company would not get involved. The Clerk will check that the legal department at the Parish Council's insurance company would support the Parish Council if anyone were to claim against the council for work done by a contractor who has their own public liability insurance cover.	Open
F24.04	Clerk	The Clerk to check the insurance cover for the Council's handyman and hedge cutter. 20 Nov 24: The hedge cutter and handyman will send their revised insurance due for renewal in December, before planned work in December and January. The Clerk will ensure the public liability cover for the hedge cutter is 10 million.	Open
F24.05	Clerk	The Clerk to compare and contrast the differences between the HALC and NALC templates for Disciplinary and Grievance Policies. 20Nov24: Done. The preference was to use the NALC policies and pick out some additional HALC information. See F24-039b and c.	Closed
F24.06	Clerk	The Clerk to investigate if HALC or NALC have a capability policy. 20 Nov 24: Done, there isn't a capability policy template or reference that could be seen on the HALC or NALC websites.	Closed
F24.07	Cllr TJ	Cllr T Jackson to contact WinCC for their support in assessing the Pavilion. 20 Nov 24: Meeting held, the Estates team to investigate the next steps.	Closed
F24.08	Clerk	The Clerk to include additional information about the Redwood Bank in the Bank account report for the 9th of September 2024 Parish Council meeting. 20 Nov 24: Done	Closed