

BRANSGORE PARISH COUNCIL

Minutes of a meeting of the Finance, Policy and Human Resources Committee held on Tuesday, 27th March, 2012 in the Small Hall, The Village Hall, Bransgore at 7.30 pm.

Present: Cllr. M. Steele (in the Chair); Cllr. A. Hickman Cllr. J. Lay, Cllr. S. Owen and Cllr. D. Stoddart
Also in attendance: Cllr. I. Kendall and Mr. E. Macknamara - Clerk to the Council

Apologies for absence: None

Declarations of Interest: Minute No. 6 Cllr. A. Hickman and Cllr. I. Kendall - Bransgore Rotary Club
Cllr. J. Lay - Bransgore Cricket Club

1. Minutes of the Meeting held on the 25th October, 2011

RESOLVED: That the minutes of the meeting held on the 25th October, 2011 be approved as a correct record and signed by the Chairman.

2. Matters Arising:

2.1 W. Cole and Sons: The Clerk reported that the request from W. Cole and Sons to use the Recreation Ground had not been pursued by the Fairground Operator and the matter was, therefore closed.

2.2 Bus Shelters: A member referred to the value attributed to the Bus Shelters within the Asset Register. The Clerk explained that these values were taken from the insurance cover.

RESOLVED: That the Clerk review the level of insurance cover in respect of the three bus shelters with Came and Co. to ensure that the insured valuation for each shelter is not too high.

3. Correspondence: None to report.

4. Current Financial Matters:

i) Accounts and Payroll Administration: The Clerk reported that he had considered the use of the Sage Accounts and Payroll Software by the Parish Council and compared it to a bespoke package used in the Parish/Town Council Sector provided by RBS Software Solutions. The Chair of the IT/Web Working Group had raised the issue of software security and had suggested that the Council should ensure that the software was robust and met the requirements of HMRC and the Internal Audit/Audit Commission.

Arrangements were in hand, therefore, for RBS Software Solutions to give a demonstration of the product which would also be compatible to the Hall Booking System purchased by the Parish Council some time ago. Once the demonstration had been arranged the Clerk would inform Councillors who may wish to attend.

RESOLVED: That the situation be noted and monitored.

5. Review of Standing Orders: The Clerk reported that the review of Standing Orders/Financial Regulations would be completed once the outcome of the New Standards Regime was known. In the meantime to current Standard Orders/Financial Regulations would remain in use.

RESOLVED: That the Clerk's report be received.

6. Budget 2012/13: A copy of the Approved Budget had been circulated to all Members of the Committee which included a sum of £4595 to be taken from the "working balances" to be used for any projects which may arise during the financial year and for which no other budget had been put in place.

The Clerk explained that discussion were ongoing, for example, regarding the Speed Watch Scheme and there would be a financial implication to the Parish Council should an acceptable arrangement be agreed. The project budget would be used, subject to approval by the Parish Council, for this project. Other projects had also been discussed which had not been included in the budget for 2012/13 but may arise during the financial year.

Cllr. Kendall then outlined a proposal which was being considered by the Rotary Club who wished to support a scheme to provide transport services in Bransgore. At the present time work was being done on who would use the service, costs and other possibilities together with Market Research. It would be likely to take at least six months to compile the necessary information on which an informed decision could be taken but the Club were committed in principle to developing this proposal over a three year period and to giving financial support to a viable scheme which met the needs of the local area.

The Rotary Club were hoping that a number of Community Partners would be involved in this proposal and he asked whether the Committee would make a recommendation to the Parish Council on this basis.

The Hampshire County Council had put together a Transport Services Tool Kit to help communities to make decisions on what services they might wish to provide and the methodology for making these decisions. Subject to the Parish Council being satisfied that the procedures outlined in the tool kit had been followed and the research identifying a viable need it was moved and seconded that in principle the Parish Council support the Rotary Club. On being put to the vote it was:

RECOMMENDED: That, subject to the procedures recommended in the Hampshire County Council Transport Tool Kit being satisfied and a viable scheme being established, the Parish Council indicate their support in principle to the Rotary Club proposal for a local transport scheme.

Cllr. A. Hickman and Cllr. I. Kendall having a declared an interest in this item and took no part in the voting thereon.

The Clerk then outlined the anticipated balances at 31st March, 2011 and it was confirmed that the estimates for 2012/13 a circulated with the agenda be noted.

Cllr. Lay reported that the Cricket Club were proposing to carry out a scheme of improvements at the Pavilion site which included filling the ditch (making a french drain) relocating the practice net and providing two additional playing strips. This work would enable improvements to the layout and use of the site by the Youth Football Club and the Cricket Club. Funds were being raised and much of the work was now able to proceed. The Amenities Committee had approved these improvements. The Clerk reported that whilst it was anticipated that much of the funding would be available there may be a shortfall in the short term. To overcome this the Parish Council could consider offering a loan to the Club so that the work could be completed without delay. The Clerk explained that there were special circumstances whereby a Parish Council could make such a loan and it is only in these limited cases that this power was available. Therefore, subject to the total amount being agreed together with terms and conditions the Parish Council be **RECOMMENDED:** That loan facilities be provided to Bransgore Cricket Club subject to the terms being mutually agreed under the provisions of S19 of the Local Government (Miscellaneous Provisions) Act, 1976. Cllr Lay declared an interest in this item and took no part in the discussion or voting thereon.

7. Staffing Matters: i) Pay 2012/13: The Clerk reported that the Employers' side of the National Joint Council for Local Government Services had confirmed that there would be no pay offer for 2012/13. This would be the third consecutive year when no national pay offer had been made.

The Chairman explained that in past years the Parish Council had offered its staff a pay rise based on the Consumer Price Index and he proposed that a similar local agreement be recommended to the Parish Council. The suggestion was unanimously supported and it was:

RECOMMENDED: That the Parish Council approve a local enhancement to its staff based on the Consumer Price Index and that a report setting out the implications on pay be put before the Council at the next meeting.

ii) Staff Appraisals: Cllr. Stoddart suggested that the Parish Council should have in place a system whereby annual staff reviews should take place. The Committee discussed a number of options but it was:

RESOLVED: That Cllr. Stoddart together with the Clerk to the Council prepare a report setting out recommendations for the introduction of annual staff reviews to be presented to the next meeting of the Committee.

7. Any Other Business: None

10. Date of Next Meeting: The date for the next meeting was agreed as Tuesday, 26th June, 2012

The meeting concluded at 9.02 pm

Chairman..... Date.....