



**Minutes of a Meeting of Alderholt Parish Council Policy and Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 10.30 am on Thursday 17<sup>th</sup> March 2016**

**01/16 Present;** Cllr John Simcock (Chairman)  
Cllr Kate Murton  
Cllr Gina Logan  
Cllr Martin Smethers  
Clerk – Mrs Maria Humby

**Apologies;** Cllr Adrian Hibberd

0 members of the public

Following Cllr resignations from the council, new committee members were welcomed.

**02/16 Declarations of Interest**

None received

**03/16 Minutes**

**Resolved; the minutes of the Policy and Finance Committee held on 30th November 2015 were confirmed as a correct record and signed by the Chairman, Cllr Simcock.**

**04/16 Public Open Forum**

There were no members of the public present.

**05/16 Update on Council Risk Assessment Policy including Fire Procedures for the Parish Office and Committee Room**

Report and documents circulated. Risk assessment is still ongoing with the following being discussed;

**1. Fire Risk Assessment and points for discussion with Village Hall**

Following the resignation of Cllr Briddick, this has now been taken over by **Cllr Simcock who it was agreed should be the nominated Health and Safety representative.**

Meetings have taken place with Norman Jones from the village hall and many issues actioned. It was noted that a fire officer has now also visited Norman Jones at the hall to discuss fire regulations. The risk assessment has been updated accordingly and is attached to these minutes. The following items require follow up with Norman Jones and it was agreed that the clerk should email him to chase up these points;

1. Confirmation that annual electrical safety tests (including PAT tests) are carried out on behalf of the Village Hall-March 2016
2. Confirmation That a new Yale lock is to be fitted to the front door, as advised by the fire officer-May 2016

Chairman's Signature;  
Date;



**Minutes of a Meeting of Alders Holt Parish Council Policy and Finance Committee held at The Committee Room, Alders Holt Village Hall, Station Road, Alders Holt commencing at 10.30 am on Thursday 17<sup>th</sup> March 2016**

3. Confirmation that the cupboard style doors meet fire regulations including the new soundproofing-also advise that this has done little to address the problem (as became apparent at this meeting) May 2016
4. The window openings are not big enough to escape from. Now that the stage door has been blocked up this is the only alternative safety route from the office and needs to be actioned as soon as possible. April 2016

**2. Health and Safety Risk Assessment for office and committee room**

Cllr Murton has carried out a draft risk assessment of the office regards health and safety which was discussed. The following items require action;

1. Clerk to obtain 3 estimates for replacing the carpet and also advise village hall
2. Clerk to check with village hall regarding use of their step ladder if they have one. If not, a new step ladder for the office needs to be purchased.

**3. Generic Risk Assessment Template**

Cllr Smethers had produced the first draft for this template which was discussed. Some items relate to the lone worker policy so Cllr Murton agreed to look at both the generic template (for generally carrying out tasks outside of the office) and the current lone worker policy. She will report back at the next Policy and Finance meeting

The following items will need to be ordered and kept on site for access to all possibly users;

1. Mobile First aid kit
2. Workers in road danger alert sign
3. High visibility jackets
4. Gloves
5. Cones
6. Safety Tape (for closing off unsafe areas)
7. Small supply of tools
8. Container for storage

It was agreed that costings to be obtained and a proposal put to full council.

**06/16 To Consider Budgets To Date**

Budget spreadsheets and reports were circulated and discussed. All budget headings are on target to date. Full end of year budgets and reports will be produced at the end of the financial year. In the meantime, the following points were noted;

1. Still awaiting 2014/15 and now 2015/16 Sports and Social Club electricity invoice-was submitted but they are looking at it again based on the usage (following a timer being installed). This has been chased many times.



**Minutes of a Meeting of Alderholt Parish Council Policy and Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 10.30 am on Thursday 17<sup>th</sup> March 2016**

2. Repainting of Youth shelter- Clerk to investigate contractors when conditions drier
3. Village Pond noticeboard-RM has now left the council. Consideration to be given as to whether this is still required.
4. DCA award monies (£175.00) Cllr Murton to purchase further winter flowers around the road signs with any remaining monies and outstanding garden vouchers. Cllr Murton advised that someone had already filled the planters with flowers. Although this is a nice thing to do, the clerk is to try and establish who has done this due to the safety issues in working on the roadside.

Although it was agreed at the last meeting to pay for the following items out of the reserve funds, as there is enough money remaining in the annual budget headings, **Cllrs unanimously agreed that the following items be paid out of 2015/16 budgets;**

1. **The new replacement play area safety signs to be paid for from Recreation Ground Maintenance budget**
2. **The new replacement notice board to be funded from the general village budget**

**07/16 To Consider Reserves to Date**

**Reserve accounts were circulated to Cllrs and agreed as follows;**

**General Reserves**

Balance of General Reserves 31st March 2015 95557.83

**Funds transferred in 1st April**

Maintenance and equipment replacement	
Recreation ground	5276.00
Machinery replacement	172.00
Office Equipment Fund	1164.00
General Asset Reserve	1168.00
EDDC Grant Contingency Fund	1745.00
Recreation Rebuild Fund (Capital Projects)	8500.00
Capital projects-Reading Room Grant	1500.00
Tfr from 2014/15 Allotment Rents	222.00

**Funds transferred in 27th April**

Ranger machinery fund to general asset	219.52
Hosekeeping to replacement office -rename Establishment	1529.27
EDDC grant to General contingency	9354.00
Youth fund to 2015/16 Capital Grants fund	5667.73
From 2014/15 Budget savings to General Contingency	10000.00
From 2014/15 Budget savings to 2015/16 Capital	4771.46



**Minutes of a Meeting of Alderholt Parish Council Policy and Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 10.30 am on Thursday 17<sup>th</sup> March 2016**

Projects		
SUBTOTAL		51288.98
<u>Funds Transferred Out</u>		
Ranger machinery fund to general asset	219.52	
Housekeeping to replacement office -rename Establishment	1529.27	
EDDC grant to General contingency	9354.00	
Youth fund to 2015/16 Capital Grants fund	5667.73	
1st Alderholt Scouts-Rifle range ground works	676.80	
Allotment fencing	1972.00	
Alderholt Reading Room grant	1500.00	
Play area fencing installation	650.00	
Village hall Committee room doors	1482.00	
Village hall Committee room doors letterbox	91.20	
Village Hall Committee room porch	2835.00	
Michael Wheakley Architect fees	1544.00	
Eplanning new IT equipment	1168.84	
Relph Ross Architects-rebuild project	950.00	
Relph Ross Architects-rebuild project	1117.98	
Relph Ross Architects-rebuild project	1889.76	
		32648.10
<b>Balance of Reserves 17th March 2016</b>		<b>114198.71</b>
Balance of Contingency Reserve		41290.56
Balance of Play Equipment Replacement Fund		25402.00
Balance of General Asset Reserve		2555.52
Balance of Establishment Reserve		3075.02
Balance of Election Fund		2190.00
Balance of Allotment Greenhouse Fund		50.00
Balance of Recreation Ground Rebuild Fund		20188.26
Balance of Rifle Range Land Maintenance		9008.16
Balance of Allotment Project Fund		0.00
Balance of Capital Projects 2015/16		10439.19
<b>Total of General Reserves 17th March 2016</b>		<b>114198.71</b>

Meeting ended; 11.35am