



**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 7.40pm Monday 6th June 2016**

**08/16 Present;** Cllr John Simcock (Chairman)  
Cllr Kate Murton  
Cllr Gina Logan  
Cllr Adrian Hibberd  
Cllr Dave Tooke  
Clerk – Mrs Maria Humby

**Apologies;** None

0 members of the public

**09/16 Election of a Chairman**  
**Cllrs unanimously resolved to elect Cllr John Simcock as Chairman of the Policy and Finance Committee**

**10/16 Declarations of Interest**  
None received

**11/16 Minutes**  
**Resolved; the minutes of the Policy and Finance Committee held on 17<sup>th</sup> March 2016 were confirmed as a correct record and signed by the Chairman, Cllr Simcock.**

**12/16 Public Open Forum**  
There were no members of the public present.

**13/16 To consider Budgets to date**  
Budget spreadsheets and reports were circulated and agreed. All budget headings are on target to date.

**14/16 To consider Reserves to date**  
Reserve accounts were circulated to Cllrs and agreed as follows;

**General Reserves**

Balance of General Reserves 31st March 2016 114198.71

**Funds transferred in 1st April**

Maintenance and Equipment Replacement Recreation Ground	5440.00
Establishment Fund	897.00
General Asset Reserve	1365.00
Recreation Rebuild Fund (Capital Projects)	10000.00
Budget savings 2015/16 to Rec Grd Rebuild Fund (min 100/16)	5000.00

Chairman's Signature;  
Date;



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Budget savings 2015/16 to Rec Equip Replacement (min 100/16)	2000.00	
Budget savings 2015/16 to Cap Project Reserve (min 100/16)	1853.12	
<b>SUBTOTAL</b>		<b>26555.12</b>

Funds Transferred Out

0.00

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**Balance of Reserves 26th May 2016** **140753.83**

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Balance of Contingency Reserve	41290.56
Balance of Rec Gd Play Equipment Replacement Fund	32842.00
Balance of General Asset Reserve	3920.52
Balance of Establishment Reserve	3972.02
Balance of Election Fund	2190.00
Balance of Allotment Greenhouse Fund	50.00
Balance of Recreation Ground Rebuild Fund	35188.26
Balance of Rifle Range Land Maintenance	9008.16
Balance of Capital Projects 2015/16	12292.31

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**Total of General Reserves 26th May 2016** **140753.83**

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**15/16 To consider requests for Grants**

Applications had been received and circulated for funding from the General Grant Budget Fund;

- **Resolved; to grant the sum of £250.00 to New Forest Citizens Advice Bureaux (LGA 1972 s 142) which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure**  
**Voting; unanimous**
- **Resolved; to grant the sum of £200.00 to Dorset & Somerset Air Ambulance (General Power of Competence) which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure.**  
**Voting; unanimous**
- **Resolved; to NOT grant funding for the TUFF-Turn up for fun project as it is unclear on the purpose of funding and whether Alderholt residents would benefit directly. Voting; unanimous**  
Applicant to be advised to reapply with more detail



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**16/16 Update on Council Risk Assessment Policy**

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

**Risk Assessment- Update from last meeting;**

The clerk met with Norman Jones and discussed points raised at the meeting with a written email response being received from Norman on 12/4/16 -detailed in italics. An informal meeting took place since the last P & F meeting to discuss points raised by Norman Jones with further information being sought to report back to this meeting.

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

1. Confirmation that annual electrical safety tests (including PAT tests) are carried out on behalf of the Village Hall-March 2016. *PAT tests are undertaken annually.*
2. Confirmation that a new Yale lock is to be fitted to the front door, as advised by the fire officer-AVHMC *to fit May 2016. Now completed. Cllrs agreed that the Yale lock is for staff safety and not security and therefore should only be used by staff whilst in the building and not as a secondary lock. (a notice to be added next to the door). Therefore additional keys will not be cut with only the clerk and assistant clerk holding keys.*
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. *All materials meet fire regulations. we believe we have undertaken all measures to reduce the noise from the main hall. Please bear in mind it is a village hall, and some noise is inevitable when it is in use. Cllrs agreed to consider types of soundproofing. Comments to be sent to Cllr Simcock in order for him to report back at the September meeting*
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 *This matter was discussed with the Fire Officer during his visit on 11th January, at which time you were in attendance. He was made fully aware that the door from the office giving access to the stage was to be blocked off, in an effort to help with noise reduction. No window escapes were required from the office. This he accepted as there are two fire escapes in place, the main door, and through the door to the left of the committee room. Both of these exits are clearly signed. All signage was correctly sighted. Smoke alarms are in place in both the office and committee room. All these matters met with current legislation. Cllrs are still concerned over this issue and Cllr Murton agreed to speak to a glazier to discuss options to report back at the September meeting*



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

In relation to the draft H & S Office risk assessment drawn up by Cllr Murton, the following was agreed;

**Carpets**- Cllrs unanimously agreed to Quote 1 to replace the carpets in the office and Committee room. The carpets are to be glued down. At the same time, Cllr Murton will decorate both rooms. This will be completed in August and the office will be closed for a week whilst this is done. Agreed that staff will take holiday during this time.

**Step Ladder**- Cllrs unanimously agreed that the purchase of a small step ladder for the office

Cllrs advised the clerk to record these items as tenant's improvements to be attached to the rental agreement

**3. Risk Assessment Templates**

Cllr Murton will complete the templates below for final agreement and adoption at the September meeting;

- The finalised H & S Policy for office
- the generic risk assessment template (for Staff/Cllrs and Volunteers generally carrying out tasks outside of the office)
- the current lone worker policy

In the meantime Cllrs unanimously agreed to the following purchases being made;

1. Mobile First aid kit
2. Workers in road danger alert sign
3. Gloves
4. Cones
5. Safety Tape (for closing off unsafe areas)

**Container for storage of above items-Response from Norman Jones;** *This was discussed in some detail, as to the sighting and as to the construction material for safety considerations. Suggested sighting to be against the fence directly alongside the hedge by kitchen. It will need to be of sound construction to be secure. When PCs have discussed their requirements, the matter needs to be discussed with the AVHMC for their approval. The above suggested location was not considered appropriate by Cllrs and therefore it was agreed that the items to be stored in the CCTV cupboard. If storage or access becomes a problem, this will be revisited.*



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**The email from Highways regarding permission for flowerbeds also to be forwarded to Cllr Murton for inclusion in the risk assessment**

**17/16 Review of Council Policies**

**Cllrs unanimously agreed to the Co option policy as detailed below**

**Councillor vacancy –co option policy**

The points below set out the procedure for the clerk to follow for Co Opting to Alderholt Parish Council as determined by legislation and agreement of the Council (min ref; PC 49/16 & revisited P&F 17/16).

1. Determine reason for vacancy i.e. letter of resignation, disqualification, etc
2. Put up Notice (2Notice/casual vacancy/2016) advising of vacancy and bye- election and send copy to Monitoring Officer EDDC
3. Advise Council of vacancy at next meeting.
4. 14 days following post of the notice (excluding Saturdays, Sundays and Bank Holidays) check with the returning officer at EDDC whether a bye-election has been called.
5. If the answer is NO, place Co Option advert (3Notice/Co Option/2016) on Noticeboard/Website and parish magazine (set deadline date for approx 1/2 months to what is suitable to the clerk in line with meetings).
6. If no applications received, re advertise as above setting date for further 1/2 months forward.
7. Upon receipt of enquiries, check returned applications against register of electors. Then send out acknowledgement letter (4) with details of eligibility, Cllr fact sheet, application form (4a) and Code of Conduct (4b). Set date for return 7 days before next PC meeting.
8. Send letter of acknowledgement to applicants on receipt of applications (5)
9. After closing date passed, if only 1 application received, send letter (5a). Add Co Option item to next PC agenda and circulate application to Cllrs. At meeting, pass resolution to vote on and accept new Councillor. Continue to item 14.  
If Cllrs do not accept new applicant for non legislative reasons, the reason why must be made clear and available to the applicant and possibly the public and should only be the case in EXCEPTIONAL circumstances. In the unlikely event that this does happen, the advertising process will need to start again.
10. If there is more than 1 applicant per vacancy, applicants will be individually requested to make their presentations to full council at an extraordinary council meeting. The clerk to organise the meeting as per legislation for any extraordinary meeting but with a proposal to exclude the public and press
11. Send letter to applicants advising of date and time (5b)



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12. At the meeting, each applicant will be invited to an interview at separate times. Following the completion of all interviews, a vote of who to Co Opt onto the Council will then be taken by all Councillors present. The result of the vote will be minuted as a resolution and form part of the meeting's minutes. See detail below on voting in casual vacancies.
13. Send welcome letter (6) to selected applicant enclosing following;
  - a. Standing orders/Financial regulations
  - b. Register of Members' interests form ( to be returned within 28days of appointment)
  - c. Declaration of acceptance of office( to be signed in presence of clerk before or at meeting)
  - d. Disclosure of gifts and hospitality form
  - e. Cllr contact list
  - f. Meeting schedule
  - g. Cllr allowances
  - h. Policy documents
14. Send letter (6b) to unsuccessful applicants
15. The newly co-opted member may take his seat as soon as Council has passed resolution of acceptance **and** he has signed the Declaration of acceptance of office form
16. Once signed, give details and password to DAPTC website and copy of The Good Councillor Guide.
17. Upon receipt of register of Interests form send with letter (7) to Monitoring Officer, EDDC. (this must be returned to the monitoring officer within 28 days of signing the declaration of office)

**Note 1**

**Closed meeting**

Cllrs took the decision to make the extraordinary meeting a closed one. The main reason for this is that if open to public, other applicants can listen to the other interviews putting the first person at a disadvantage.

**Note 2**

**Voting on Casual Vacancies**

A successful candidate must have received an absolute majority vote of those present and voting (LGA 1972 Sch12, para39)

It follows that if there are more than two candidates for one vacancy and not one of them at the first count receives a majority over the aggregate votes given to the rest, steps must be taken to strike off the candidate with the least number of votes and the remainder must be put to the vote again; this process must, if necessary, be repeated until an absolute majority is obtained.



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Subject to those provisions in the case of equality of votes, the person presiding shall have a second or casting vote

Meeting closed 9.20pm