



**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 7.45pm Monday 7<sup>th</sup> November 2016**

**21/16 Present;** Cllr John Simcock (Chairman)  
Cllr Gina Logan  
Cllr Adrian Hibberd  
Cllr Dave Tooke  
Clerk – Mrs Maria Humby

**Apologies;** None

0 members of the public

**22/16 Declarations of Interest**

For the purposes of transparency, Cllr Hibberd advised members that he is married to the Manager of Sunbeams Nursery, whom have applied for a grant which will be considered at this meeting.

**23/16 Minutes**

**Resolved; the minutes of the Policy and Finance Committee held on 6<sup>th</sup> June and 13<sup>th</sup> September 2016 were confirmed as a correct record and signed by the Chairman, Cllr Simcock.**

**24/16 Public Open Forum**

There were no members of the public present.

**25/16 To consider Budgets to date**

Budget spreadsheets and reports were circulated and agreed.

Budgets are on target to date except for salaries due to the changes to the assistant clerk's hours agreed at the September meeting.

**Cllr unanimously agreed to transfer to the 2016/17 Salaries budget the following sums;**

- **£678.00 from the 2015/16 outstanding payments budget (in respect of monies set aside last year for dog big emptying which are no longer required)**
- **£5100 from the 2016/17 contingency budget**

The clerk advised that the cashbook funds are over the insurance fidelity cover by approx. £7000. This will reduce over the next few months as invoices are paid. **Cllrs unanimously agreed that it is not necessary to increase the fidelity insurance cover.**

The clerk also advised that the ongoing saga of the BT package had now been resolved with a refund being paid to the council-this will show on the next bill. A



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new package; Business Premium 365 had been set up using the one PC email account. This allows both PC's and the laptop to have access to the latest Microsoft office software which is now part of the monthly rental package. Data is also backed up remotely and there is improved flexibility with remote access and sharing of documents. Cllrs thanked the clerk (and her husband) for finally getting this sorted.

**26/16 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	5000.00	
Budget savings 2015/16 to Rec Equip Replacement	2000.00	
Budget savings 2015/16 to Cap Project Reserve	1853.12	
<b>SUBTOTAL</b>		<b>26555.12</b>

**Funds Transferred Out**

Contingency reserve-SID purchase	2355.00	
Rebuild Project-architect fees	4481.23	
Rebuild Project Architect fees	756.32	
Rebuild Project-Quantity Surveyor fees	450.00	
Rebuild project -planning application fees	577.50	
CSW project-traffic monitoring	250.00	
CSW project-keys for SID	30.00	
Parish Office-New Carpet	682.50	
Parish office-decorating costs	85.46	
		<b>9668.01</b>

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**Balance of Reserves 1st November 2016 131085.82**

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Balance of Contingency Reserve	38655.56
Balance of Rec Gd Play Equipment Replacement Fund	32842.00
Balance of General Asset Reserve	3920.52
Balance of Establishment Reserve	3204.06
Balance of Election Fund	2190.00
Balance of Allotment Greenhouse Fund	50.00
Balance of Recreation Ground Rebuild Fund	28923.21
Balance of Rifle Range Land Maintenance	9008.16



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Balance of Capital Projects 2015/16	12292.31
<b>Total of General Reserves 1st November 2016</b>	<b>131085.82</b>

Cllrs noted that it is unlikely that the Capital Project Reserve will be spent during this financial year due to other projects underway that require priority. However, Cllrs are still committed to the project of providing adult gym equipment at the recreation ground.

**27/16 To consider requests for Grants**

**General Grant Budget Fund**

The remaining funds held in the general grant budget is £450.00. On this occasion, there were more grant requests than money available. Cllrs therefore made the following decisions based on what they considered to be the highest priority to Alderholt residents. Cllrs also suggested that this fund may need to be increased when budget setting for the financial year 2017/18.

- **Resolved; to grant the sum of £200.00 to W.O.T.S Project-Alderholt Coach in the Community 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 £150.00 to Alderholt Sunbeams 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 £50.00 to East Dorset Environment Partnership 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 £50.00 to St James' Church Alderholt in respect of the 2017 Recreate Festival 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 any monies to East Dorset Citizens Advice Bureaux as monies have already been granted this financial year to**



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**the New Forest CAB, which Alderholt residents are more likely to use.**

**Voting; unanimous**

**Capital Grant Applications**

No Capital Grant applications received.

**28/16 To update on Council Risk Assessment Policy**

Report circulated. The following points were updated from the last meeting;

**Soundproofing**

Cllr Simcock advised that he had received no comments from other Cllrs regards this and had made some investigations into noise reducing panels which were costly. **Cllrs unanimously agreed that no action will be taken at this stage but office staff should monitor noise levels and document any major problems.**

**Risk Assessment Policies**

In the absence of Cllr Murton, there are still some issues outstanding;

1. Advice from a glazier regards wider openings for the windows
2. The final H & S Policy for office for adoption by the council
3. The generic risk assessment template (for Staff/Cllrs and Volunteers generally carrying out tasks outside of the office)
4. The updated lone worker policy

**Cllrs unanimously agreed that these items should be completed in between meetings for adoption at the next P & F meeting (excluding the budget meeting)**

**Update on other items;**

- Tenant's improvements to be attached to the rental agreement. Completed
- New carpets and decoration now completed.
- Step Ladder- Not yet purchased due to lack of storage
- Mobile First aid kit-ordered & stored in CCTV cupboard parish office
- Gloves- ordered in CCTV cupboard parish office
- Safety Tape (for closing off unsafe areas) ordered in CCTV cupboard parish office
- Cones and workers in road danger alert sign not ordered as DCC advised they are available from them for volunteer jobs via the community highways officer

**29/16 To consider the of review APC Policies**

The clerk had produced and circulated a report detailing policies and their review dates which Cllrs agreed. There are a quite a few policies which require updating this financial year, including standing orders.



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**Cllrs unanimously agreed that after the budget meeting, Cllrs to be each delegated a policy to review in liaison with the clerk for report back at the next P & F meeting.**

**Cllrs agreed that the Service Level Agreement with the Alders Holt Recreation Association to be reviewed at the next P & F meeting (after the budget meeting)**

**Cllrs agreed that the clerk to meet with the Village Hall Chairman to review the rental agreement and discuss any issues.**

Meeting closed 9.20pm