



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 7.30pm Monday 27th February 2017

01/17

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

Apologies; Cllr Kate Murton
0 members of the public

02/17

DECLARATIONS OF INTEREST

None declared.

03/17

MINUTES

Resolved; the minutes of the Policy and Finance Committee held on 24th November 2016 were confirmed as a correct record and signed by the Chairman, Cllr Simcock.

The RFO reminded members that the precept figure recommended by P & F in the above minutes was amended at the January PC full Council meeting due to changes in the tax base and Employer Pension contributions. The amended precept demand is £81578.78 (an annual increase of £2.30)

04/17

PUBLIC OPEN FORUM

There were no members of the public present.

05/17

TO CONSIDER BUDGETS TO DATE

Budget spreadsheets and reports were circulated and agreed.

There is likely to be a surplus of funds at the end of this financial year and it was agreed that the clerk to report back at that time for consideration of the reallocation of funds.

06/17

TO CONSIDER RESERVES TO DATE

1. Reserve spreadsheets and reports were circulated and agreed;

Bal of Contingency Fund	38355.56
Bal of Rec Gd Equipment Replacement Fund	32842.00
Bal of General Asset Replacement Fund	3620.52
Bal of Establishment Fund	3204.06
Bal of Election Fund	2190.00

Chairman's Signature;
Date;



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Bal of Allotment Greenhouse Fund	50.00
Bal of Pavilion Project Fund (renamed)	26180.08
Bal of Rifle Range Land Maintenance Fund	9008.16
Bal of Capital Projects 2015/16	12292.31
Total of General Reserves 27th February 2017	127742.69

- 2. Cllrs unanimously agreed to amend the names of the following reserves so that the funds could be used towards repairs rather than just replacement;**
 - Recreation Ground Equipment Replacement Fund rename *Recreation Ground Equipment Repair/Replacement Fund*
 - General Asset Replacement Fund rename *General Asset Repair/Replacement Fund*
- 3. The RFO suggested that Councillors should consider the legislation regarding how many unallocated reserve funds should be held. Agreed the RFO to look into and report back at the next meeting.**

07/17

TO CONSIDER POLICIES FOR REVIEW

The RFO had produced a report detailing current policies and review dates.

The following policies were reviewed and adopted;

- 1. The Internal Audit Plan 2016/17**
- 2. Risk Management Register 2016/17**
- 3. Lone Worker Policy 2017**
- 4. Child Protection Policy 2017**

The Parish Office Health and Safety Policy has still to be finalised and adopted by the Council as Cllr Murton had been unable to complete this due to ill health. Cllr Tooke raised concerns over the fire assessment regarding the locked stage door and it was therefore **agreed by Cllrs that the RFO to organise and obtain a written risk assessment from a fire officer (this would be paid for if necessary). The RFO and Cllr Simcock would then update the risk assessment into one document.**

Other policies to be reviewed over the next few months;

1. Financial regulations (to reviewed by Pavilion Project Task and Finish group)
2. Standing orders regulations (to reviewed by Pavilion Project Task and Finish group)
3. Emergency Planning (including RFP) Confidential document (Cllr Tooke and RFO to investigate setting up simple plan for Alderholt)
4. Winter Maintenance protocol (RFO to investigate)
5. Data Protection Policy (RFO to investigate)
6. Media Policy (RFO to investigate)

Chairman's Signature;
Date;



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08/17

TO CONSIDER BANKING ARRANGEMENTS

The RFO had provided a report on the current banking status;

1. **The Co Op** have announced their intention to sell off the Co Op bank. APC hold funds currently of approx. £60000. Last year, APC looked at other bank accounts and decided to stay with Co Op. Once again, the risk needs to be investigated.

- Current account (13th Feb) £20947
- 14 day notice (13th Feb) £40067 (currently 0.06%ARE- from 5/4/17 0.03%AER)

Agreed that Cllr Simcock to investigate alternative banking arrangements with a view to keeping the current account with the Co Op but moving the savings to a 3rd institution (this would also ensure protection under the Financial Services Compensation Scheme limit of £75000 per financial institution)

2. **Nationwide** one year fixed rate saver account comes to an end 18th February 2017 with balance of £75020.32 plus interest.

Options:

A. Stay with Nationwide

- Business 1 year saver (0.65%AER)
- 6-month saver (0.55% AER)
- 95-day account (0.50%AER)
- Business instant saver (0.35%AER)

B. Move funds elsewhere

Whilst this is being decided, the monies will be held in a Nationwide Maturity Reserve Account (0.10%AER).

Cllrs agreed that the RFO should arrange the transfer of funds from the current Nationwide saver account (£75020.32) plus interest to a new Nationwide Business 1 year saver account, with the same signatories as the existing Nationwide account (Maria Humby, Adrian Hibberd, John Simcock)

09/17

TO CONSIDER EMPLOYMENT ISSUES

The current payroll provider had advised that he was finishing in March 2017. **Cllrs unanimously agreed to a new contract with Dorset County Council for Payroll and 3rd party services as detailed in the confidential agreement circulated to Cllrs. The clerk to organise the contract**

Meeting closed 9.20pm

Chairman's Signature;
Date;