



**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 7.35pm Monday 15<sup>th</sup> May 2017**

**10/17**

**Present;** Cllr Dave Tooke (Chairman)  
Cllr Martin Smethers  
Cllr Adrian Hibberd (substitute member for Cllr Logan)  
Cllr John Simcock (substitute member for Cllr Greenland)  
Clerk/RFO – Mrs Maria Humby

**Apologies;** Cllr Gina Logan, Cllr Stuart Greenland, Cllr Kate Murton

**11/17**

**WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING NOTICES**

The new Chairman welcomed everyone to the meeting, including new committee members and advised of fire procedures for escape in the event of a fire.

**12/17**

**DECLARATIONS OF INTEREST**

In the interests of transparency both Cllrs Smethers and Tooke declared that they have a personal interest (not pecuniary) relating to the item for capital grants as they are both part of the Alderholt defibrillator group. They stayed in the meeting and took part in the discussion and vote.

**13/17**

**MINUTES**

**Resolved; the minutes of the Policy and Finance Committee held on 27th February 2017 were confirmed as a correct record and signed by the Chairman, Cllr Tooke.**

**14/17**

**TO CONSIDER END OF YEAR BUDGETS AND RESERVES**

The clerk advised that due to workload, she had been unable to complete the end of year budgets. These will be completed to be reported to the next full council meeting in June.

Reserves were agreed as per detailed below;

**General Reserves**

Balance of General Reserves 31st March 2017 127268.49

**Funds transferred in 1st April**

Rec Gd Play Equipment Repair/Replacement Fund	5447.00
Establishment Fund	897.00
General Asset Repair/Replacement Fund	1345.00
New Service Devolution Reserve Budget	1000.00

Chairman's Signature;  
Date;



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SUBTOTAL 8689.00

Funds Transferred Out

Establishment Reserve-Vaughtons insignia brooches 99.34  
99.34

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**Balance of Reserves 15th May 2017 135858.15**

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Balance of Contingency Fund 38162.36

Balance of Rec Gd Equipment Repair/Replacement Fund 38289.00

Balance of General Asset Repair/Replacement Fund 4965.52

Balance of Establishment Fund 4001.72

Balance of Election Fund 2190.00

Balance of Allotment Greenhouse Fund 50.00

Balance of Pavilion Project Fund (renamed) 25899.08

Balance of Rifle Range Land Maintenance Fund 9008.16

Balance of Capital Projects 2015/16 12292.31

Balance of Service Devolution Fund 1000.00

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**Total of General Reserves 15th May 2017 135858.15**

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**15/17**

**TO CONSIDER POLICIES FOR REVIEW**

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

Following update on policies;

1. Standing orders and financial regulations review:

The Pavilion Project Task and Finish group is currently on hold until the analysis from the Village needs survey has been received. It had been agreed that this group would review the Standing orders and Financial Regulations as part of their scrutiny and governance. **Agreed to continue with this and noted that the public open forum session to be reviewed**

2. Emergency Planning (including RFP) Confidential document (Cllr Tooke and RFO to investigate setting up simple plan for Alderholt). **Outstanding- draft to be reported back to next P & F**

3. Winter Maintenance protocol (RFO to investigate) **Outstanding-draft to be reported back to next P & F**

4. Data Protection Policy (RFO to investigate) **Outstanding -draft to be reported back to next P & F**

5. Media Policy (RFO to investigate) **Outstanding-draft to be reported back to next P & F**

Chairman's Signature;  
Date;



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6. Tree Policy-Came and Co Insurance Brokers Newsletter recommends amending frequency-**RFO to look into and report back to next P & F**
7. Allotments- Came and Co Insurance Brokers Newsletter recommends inspections- **RFO to look into and report back to next P & F**

**16/17**

**TO UPDATE ON RISK ASSESSMENT**

1. Parish office;  
The Village had agreed to take up the offer of a full fire inspection for the village hall after the fire inspector had agreed to do this at no extra cost. Currently awaiting a date of when this will take place. Following this Cllr Simcock and the clerk were to consider updating the Parish office risk assessment. **Cllr Simcock is no longer a member of this committee but agreed he would continue this until it is finished and include Cllr Smethers who will then take over as the new risk assessment representative committee.**
2. Ranger risk assessment and insurance;  
Confirmation from Ranger that they can provide risk assessment but have no insurance for Cllr Tooke until his remit is considered. **Awaiting Cllr Tooke to have some time to consider this. In the meantime, no physical ranger tasks to be carried out**
3. Eliminating Moles at Recreation Ground;  
Emails received from contractor regards gassing and Insurance company advice sought. It won't be council insurance that is used but the contractors (he has £5mn). **Cllrs agreed that the clerk and Cllr Hibberd to discuss with the ARA at the SLA meeting as to whether there is safer way forward. If gassing or shooting is used the ARA need to show APC how they will prevent access to the recreation ground whilst this is being done.**
4. Rifle Range Fencing and Gates  
Emails received with limited information about specification, risk assessment and insurance but suggesting that works to now be carried out after land is handed over. If this is the case, the request for risk assessment and insurance requirements will no longer be relevant. However, their grant from The Community funds expires in October 2017. The Lease is currently underway but has been held up by new questions from the scout's solicitor. Cllrs agreed it is up to the scouts as to when this work is done.

**17/17**

**TO CONSIDER BANKING ARRANGEMENTS**

Update on Co Op banking-Cllr Simcock reported his findings and saw no reason to move from the Co Op at this stage, although he suggested the clerk speak to the internal auditor to verify whether he had any concerns. **Agreed.** The balance at the Co



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Op although slightly over £85000 (FCS limit) will soon reduce but is likely to go above this when the second half year precept is received in Sept/October and it therefore may be prudent to open a third account pending this. **Clerk to report back findings from auditor.**

Bank Signatories; There have been changes to P & F membership and current bank account signatories are now not all members of P & F Committee.

**Due to the administration time involved in changing signatories, Cllrs agreed to continue with the current signatories on all bank accounts.**

**18/17**

**TO CONSIDER CAPITAL AND GENERAL GRANT REQUESTS**

Reports and applications circulated.

**1. General Grant Budget Fund**

The balance of this fund is £1200. Cllrs considered applications;

- **Resolved; to grant the sum of £300.00 to Alderholt Chapel Fun Day 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 £100.00 to Fordingbridge Day Centre 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 £100.00 to The Rae Stratton Luncheon Club 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 East Dorset Tourist Information Centre 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**

**2. Capital Grant Applications**

The balance of this fund is £5000. Cllrs considered applications;

Chairman's Signature;  
Date;



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- Resolved; to grant the sum of £834.00 to Alderholt Village hall towards the purchase of new chairs 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 £1975.00 to Alderholt Community Responders and AED support for the purchase of a defibrillator to be located at the Reading Rooms in Alderholt 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

**19/17**

**TO CONSIDER EMPLOYMENT ISSUES**

Following the changeover between payroll providers, it has been noted that the wrong code has been used for the assistant clerk's NI. This has resulted in monies owing by both employee and employer. **Noted**

**Agreed that overtime be agreed for 2 days for the assistant clerk to complete archiving in the office. Overtime also agreed for the clerk rather than taking TOIL.**

Cllr Simcock is no longer a member of P & F Committee but is in the middle of working with the clerk on employment issues and will provide a report to P & F or full council.

**Noted**

Meeting closed 9.30pm