



**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 7.00pm Monday 2<sup>nd</sup> October 2017**

**20/17**

**Present;** Cllr Dave Tooke (Chairman)  
Cllr Martin Smethers  
Cllr Gina Logan  
Cllr Stuart Greenland  
Clerk/RFO – Mrs Maria Humby

**Apologies;** Cllr Kate Murton

**21/17**

**WELCOME FROM THE CHAIRMAN INCLUDING HOUSEKEEPING NOTICES**

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

**22/17**

**DECLARATIONS OF INTEREST**

No interests declared.

**23/17**

**MINUTES**

**Resolved;** the minutes of the Policy and Finance Committee held on 15<sup>th</sup> May 2017 were confirmed as a correct record and signed by the Chairman, Cllr Tooke.

**24/17**

**TO CONSIDER BUDGETS TO DATE**

Councillors had received budget reports updating on the Council's financial position. Discussed and noted.

**Cllrs agreed that now all outstanding invoices had been paid from 2016/17, the monies remaining in the outstanding payments 2016/17 budget heading of £73.60 (due to some invoices being estimated) should be reallocated to the contingency budget heading.**

**25/17**

**TO CONSIDER RESERVES TO DATE**

Councillors had received and noted the Reserve report as 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

Chairman's Initials;



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New Service Devolution Reserve Budget	1000.00
Greenhouse deposit G Farrant Plot 28	100.00
Budget savings from 2016/17	5984.95
<b>SUBTOTAL</b>	<b>14773.95</b>
<b><u>Funds Transferred Out</u></b>	
Establishment Reserve-Vaughtons insignia brooches	99.34
Rec Gd Equipment Repair/Replacement Fund-painting	688.75
Recreation Equipment-Tree inspection works-recreation ground	1300.00
Rife Range Fund-Tree inspection works-rifle range	350.00
Pavilion project fund-Sedgehill Ecology - bat mitigation	615.92
Pavilion project fund-DCA Pavilion Project Further Analysis	160.00
Pavilion project fund-Rolph Ross Architects 1650/17-18/019	372.66
<b>SUBTOTAL</b>	<b>3586.67</b>
<b>Balance of Reserves 25<sup>th</sup> September 2017</b>	<b>138455.77</b>
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Balance of Contingency Fund	44147.31
Balance of Rec Gd Equipment Repair/Replacement Fund	36300.25
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	150.00
Balance of Pavilion Project Fund (renamed)	24750.50
Balance of Rifle Range Land Maintenance Fund	8658.16
Balance of Capital Projects 2015/16	12292.31
Balance of Service Devolution Fund	1000.00
<b>Total of General Reserves 25<sup>th</sup> September 2017</b>	<b>138455.77</b>

**26/17**

**TO CONSIDER THE FIRE RISK ASSESSMENT ACTION REPORT**

Cllrs had received the following reports;

1. Fire Inspection Report 22/5/17(author Paul Saltmarsh)
2. Fire Inspection Action Report 201/v.4 (author M Humby)

The clerk had updated the Fire Inspection action sheet to ensure procedures are in place that need to be carried out by APC and with updated actions advised by Alderholt Village Hall.

The action sheet was discussed and Cllr Tooke advised members of British Standards regulation BS5306 pt 8 regarding fire extinguishers.

**Cllrs agreed the following point for action;**

Chairman's Initials;



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1. **2 x new fire extinguishers, 1 CO2 and 1 water, to be purchased to replace the existing dry powder and foam fire extinguishers in the office.** (as this is considered a safety issue, Cllrs agreed that this is to be dealt with now rather than waiting for agreement by full council).
  - Office to action -Cllr Smethers will liaise regarding the detail for this.
  - Office to advise AVH of the changes to the extinguishers and hand over the existing ones.
  - This purchase to be raised at rental review meeting with AVH
2. **Cllrs Smethers to provide fire extinguisher training to office staff when the new extinguishers are in place**
3. **Provision of Yale keys for AVH-consider a key safe.** To be discussed at rental review meeting with AVH
4. **Fire Inspection Action Report** -amendments to be made to this working document following the installation of the new fire alarm system this week. Clerk to action

**27/17**

**TO CONSIDER ANNUAL AGREEMENTS AND POLICIES FOR REVIEW**

Cllrs had received a report on Annual Agreements and Policies for Review, including new policies.

Cllrs agreed the following;

1. APC Insurance Renewal- the clerk confirmed this had been agreed (in liaison with Cllrs Tooke, Logan and Hibberd) and renewed on the same basis as last year but with the new insurers Inspire, as recommended by our brokers, Came and Co.
2. SLA- Alderholt Recreation Association-Insurance cover requires review-including what is paid for by the parish council, whether there is any duplication in policies and a change of insurer for ARA for 2018. **Action -Cllrs SG/MS and clerk (also Cllr AH as ARA representative to be asked for input)**
3. Alderholt Village Hall Rental Agreement Annual Review. **Action -Cllrs DT/MS and clerk to meet with AVH representatives to discuss including the following points;**
  - Fire inspection Actions including fire extinguisher replacement (as above)
  - Keyholders for access to room
  - Watering and maintenance of plants outside parish office
  - Cleaning
  - Faulty key lock on stage door
  - Toilet access-to raise awareness to other users that office staff need to use facilities
4. Standing Orders-**agreed no changes to existing policy** but note open forum at full council meetings to follow standing order policy of questions only being raised



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in relation to agenda items as current wording no longer relevant now that there is a parish office open to the public. **Clerk to action**

5. Data Protection Policy-**agreed to wait until the clerk has attended a training course on this in December**
6. Media Policy-New draft policy. Cllr Tooke requested 2 lines to be removed from draft policy on Cllr behaviour. **Agreed and adopted**
7. Protocol on Recording, Photography and use of Social Media at Council meetings- **new draft policy-Agreed and adopted**
8. Financial Regulations-**agreed no changes to existing policy**
9. Internal Audit Plan Review 2017- **Agreed no changes to policy**-actions updated for this year
10. General Risk Management -**Agreed including following action points raised;**
  - ARA insurance to be reviewed (refer 27/17.2 above)
  - Accounting procedures to be investigated (Cllr DT)
  - Agreed to continue with online banking -robust procedures in place
  - Health and safety policy to be set up (Cllr MS)
  - Review annual appraisal format-not allocated
  - Send letter to St James' Church re volunteer insurance (Clerk)
  - Agreed no requirement for formal inspection of Rifle Range land-soon to be leased and scouts to inform of any health and safety issues
11. Risk document templates RA1,2 and 3- **Agreed no changes**
12. Health and safety- **agreed new policy to be drafted by Cllr MS**
13. Tree Policy- advice received from new insurers so no need to update policy as was thought following advice in Came and Co newsletter 2017. **Agreed no changes**
14. Emergency Planning- draft produced by Cllr DT-**agreed requires further investigation.**
15. Winter maintenance- **agreed new policy to be drafted by Cllr SG**

9.00pm-Cllrs agreed to suspend standing order 3.w to continue with the meeting

**28/17**

**TO CONSIDER BANKING ARRANGEMENTS**

A report was to be submitted by Cllr Archer but no report received. The clerk advised that now that the 2<sup>nd</sup> precept instalment has been received, monies in the Co Op exceed the FSCS limit of £85000 by approx. £13000

**Cllr Greenland agreed to investigate an additional savings account to safeguard the risk to public monies.**

Meeting closed 9.20pm

Minutes Approved; Chairman's Signature;  
Date;

Chairman's Initials;