



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 26th February 2018

01/18

Present; Cllr Dave Tooke (Chairman)
Cllr Gina Logan
Cllr Kate Murton
Cllr Martin Smethers
Cllr Stuart Greenland
Clerk/RFO – Mrs Maria Humby
Also present, Cllr Adrian Hibberd as an observer

Apologies; None

02/18

WELCOME FROM THE CHAIRMAN INCLUDING RECEIVING APOLOGIES AND HOUSEKEEPING NOTICES

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

03/18

DECLARATIONS OF INTEREST

No interests declared.

04/18

MINUTES

Resolved; the minutes of the Policy and Finance Committee held on 4th December 2017 were confirmed as a correct record and signed by the Chairman, Cllr Tooke.

05/18

PUBLIC OPEN FORUM

Nothing raised

06/18

TO CONSIDER RESERVES TO DATE

Councillors considered the reserve reports which were agreed with the overall totals as follows;

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
Greenhouse deposit G Farrant Plot 28	100.00

Chairman's Initials;



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Budget savings from 2016/17	5984.95
DCC Grant monies-97 bus	2000.00
Service Devolution Fund tfr to New 97 Bus project fund	1000.00
Contingency Fund tfr to New 97 Bus project fund	7751.00
SUBTOTAL	25524.95

Funds Transferred Out

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-Relph Ross Architects 1650/17-18/019	372.66
D & T solicitors Indemnity Insurance Fee Scouts Rifle Range	250.00
Service Devolution Fund tfr to New 97 Bus project	1000.00
Contingency Fund tfr to New 97 Bus project fund	7751.00
SUBTOTAL	12587.67

Balance of Reserves 20th February 2018 **140205.77**

Balance of Contingency Fund	36396.31
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 Pavillion Project Fund (renamed)	24750.50
Balance of Rifle Range Land Maintenance Fund	8408.16
Balance of Capital Projects 2015/16	12292.31
Balance of New 97 Bus Fund	10751.00
Balance of Service Devolution Fund	0.00

Total of General Reserves 20th February 2018 **140205.77**

07/18

TO CONSIDER BUDGETS TO DATE

Councillors considered the budget reports which were agreed and noted that despite some minor readjustments whereby some budgets may require a small

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top up from the contingency reserve, there is likely to be a surplus of funds at the end of the financial year.

08/18

REPORT ON POLICIES AND OUTSTANDING ITEMS

It was agreed at the November P & F Meeting (min 32/17) that the meeting would deal with grants and 2018/19 budgets only. It was also agreed at the February PC Meeting that from May, the P & F committee would no longer deal with policies. **Therefore, the following updated items (in bold) or outstanding items from the October P & F meeting were considered by Cllrs with timings being agreed for actions;**

Item	Owner and action date
1) <u>Fire Risk Assessment</u> i) <u>2 x new fire extinguishers</u> , 1 CO2 and 1 water, have been purchased to replace the existing dry powder and foam fire extinguishers in the office. Cllr MS to provide fire extinguisher training to office staff when the new extinguishers are in place ii) <u>Provision of Yale keys for AVH</u> -consider a key safe. This was discussed with AVH and they confirmed their insurers were not happy to have a key safe. 2 additional Yale keys have been cut for The Chairman and Vice Chairman of the Village Hall iii) <u>Fire Inspection Action Report</u> -has now been updated by the clerk following new procedures and alarm systems	MS End of April No further action No further action
2) <u>SLA- Alderholt Recreation Association-Insurance</u> cover requires review before renewal August 2018 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.	SG/MS/AH and MH End of April
3) <u>Alderholt Village Hall Rental Agreement Annual Review</u> . Cllrs DT/MS and clerk met with AVH representatives to review the rental agreement which has now been updated and reported to APC full council meeting on 13 th November 2017 Watering and maintenance of plants outside parish office item still outstanding. Cllr Logan advised that	



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<p>the Chairman of AVH had verbally advised her that this is in hand.</p>	<p>No further action</p>
<p>4) <u>Standing Orders</u>-agreed no changes to existing policy but note open forum at full council meetings to follow standing order policy of questions only being raised in relation to agenda items as current wording no longer relevant now that there is a parish office open to the public. This item was contested by other Cllrs and the open forum is an item to be considered at the imminent Cllr Training session. Additionally, these will need updating again in view of the changes to P & F Committee from May</p>	<p>MH/ All Cllrs</p>
<p>Cllr Murton left the meeting at this point, 8.15pm</p>	
<p>5) <u>Data Protection Policy</u>-agreed to wait until the clerk has attended a training course on this in December. This course did not cover the new GDPR coming into force. The clerk is attending further training on 26/3/18 and following this, a new policy will be drawn up.</p>	<p>MH (on holiday after course) but will report back on actions required to Council at April meeting MH also to check requirements with Council insurers</p>
<p>6) <u>General Risk Management</u> -updated again but there are still some items outstanding. These and new items listed below; (refer to updated Risk Management 2017/18 document for detail)</p> <ul style="list-style-type: none"> • ARA insurance to be reviewed • <u>Accounting procedures</u> to be investigated, particularly if Pavilion project goes ahead • <u>Internal auditor to be considered 2018/19</u> particularly if Pavilion project goes ahead (to be determined after DCA stakeholder meeting 28/2/18) • <u>Health and safety policy</u> to be set up 	<p>(see point 2 above)</p> <p>DT Await outcome of DCA stakeholder meeting on 28/2/18 to then determine priority</p> <p>MH Await outcome of DCA stakeholder meeting on 28/2/18 to then determine priority</p> <p>MS End of April</p>



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<ul style="list-style-type: none"> • <u>Review annual appraisal format</u>-no system in place. Agreed SG to carry out appraisal and report to Chairman. • <u>Cllr Training</u>-clerk completing handbook and Cllr training to be arranged before May 2018 (clerk to send out daytime dates for consideration by Cllrs) • <u>Allotment inspection</u> to be put in place (ongoing with Allotment reps-hope to be determined by March) • <u>Confirmation of Church volunteer insurance provision</u> regarding war memorial received and added to document • <u>Alternative provision for parish office</u> if not able to be used eg fire agreed MS/DT looking into. • <u>Winter maintenance</u>- agreed at Oct P & F new policy to be drafted by Cllr SG Added to document • <u>Emergency Planning</u>- draft produced by Cllr DT-agreed Oct P & F that it requires further investigation. Added to document • <u>Investigation of additional bank account to be within FSCS amounts of £85000 for all financial institutions held by this council.</u> Cllr Greenland agreed to investigate an additional savings account to safeguard the risk to public monies and provide a report to full council. The deadline for this 	<p>SG/MH End of April</p> <p>MH Complete handbook and training session by end April. Up to 20 hours additional overtime agreed to complete this.</p> <p>AH/JW/MH/KB End of March</p> <p>No further action</p> <p>DT-combine with Emergency Plan End of May</p> <p>SG End of April</p> <p>DT End of May</p> <p>SG 5th March (for proposal at March meeting)</p>
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<p>was extended at the November APC meeting in time for when the Precept is received in April 2018. Added to document</p> <ul style="list-style-type: none">• <u>IT procedures</u> being updated (new-to be finalised at the March APC meeting) and added to document	<p>DT/SG&MH 5th March (for proposal at March meeting)</p>
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Meeting closed 8.40pm

Minutes Approved; Chairman's Signature;

Date;

Chairman's Initials;