

BRANSGORE PARISH COUNCIL

Minutes of a meeting of the Finance, Policy and Human Resources Committee held on Tuesday, 23rd May 2017 in the Small Hall, The Village Hall, Bransgore at 7.30 pm.

Present: Cllr. M. Steele (in the Chair); Cllr. E. Jarvis and Cllr. J. Lay,
Also in attendance: Mr. E. Macknamara - Clerk to the Council

Apologies for absence: Cllr. S. Adams and Cllr. R. Frampton

Cllr. Steele asked the those present to stand in a minute's silence as a mark of respect to those who had lost their lives in the bombings in Manchester.

1. Minutes of the Meeting held on the 28th March, 2017

RESOLVED: That the minutes of the meeting held on the 28th March 2017 be approved as a correct record and signed by the Chairman.

2. Matters Arising: i) Kitchen Refurbishment – Village Hall: The Clerk explained that in order to satisfy the Financial Regulations he intended to seek new quotes for the proposed refurbishment of the Kitchen in the Village Hall. This would enable the Amenities Committee to make a final decision at their meeting in June.

RESOLVED: That the Clerk obtain three quotations, based on the agreed specification, for consideration at the next meeting of the Amenities Committee on the 13th June, 2017.

ii) **Review of Procedure and Structure:** The Clerk outlined the purpose of asking the Council to review the current Procedures and Structure relating to the Council but in particular the Village Hall. In view of current matters under discussion, the outcome of which was expected in July, 2017, it was agreed that this matter should be referred to the Amenities Committee for further discussion. They would be asked to prepare a Scoping Report so that this Committee could discuss the issues at the next meeting in September, 2017.

RESOLVED: That the Amenities Committee be requested to prepare a Scoping Report for further discussion at the meeting in September, 2017.

3. Correspondence: i) The Pensions Regulator: The Clerk reported that the Pension Regulator had confirmed that the Council's Declaration of Compliance had been received.

ii) **Re-Painting Play Area:** The Clerk reported that following discussion with JR Murphy and Co Ltd. and the paint supplier, a quotation had now been received based on the advice given to comply with the Health and Safety Regulations totalling £972.10. This was the lowest quotation received.

RESOLVED: That the Clerk be authorised to accept the quotation on behalf of the Parish Council.

iii) **War Memorial:** The Clerk reported that Hoare Banks Stonemason had visited the site of the War Memorial and put forward various options for the renovation of the area. A grant application had been made and a further meeting of the Working Group would be held once progress on the grant application had been made.

iv) **Gift:** The Clerk reported that he had been contacted by a Local Solicitor whose Client had left a share of her estate for Local Community Use. He had asked for a list of "Projects" which might be deemed appropriate. No further details were available.

RECOMMENDED: That this matter be referred to a full Council meeting for further discussion and that the Clerk request further information regarding the proposed Gift.

v) **Asbestos Survey:** The Clerk reported that Asbestos Contracting Limited who had carried out an asbestos survey of Parish Council property had suggested that a re-inspection be carried out.

RECOMMENDED: That the matter be referred to the next meeting of the Parish Council.

4. End of Year Accounts and Audit 2017 – Arrangements:

The Clerk reported that the accounts for the financial year 2016/17 had been circulated to the Parish Council Meeting held on the 18th April, 2017 and the Accounting and Governance Statement 2017 had been formally adopted by the Council at the meeting held on the 16th May, 2017.

The Internal Audit was due to take place on Wednesday, 7th June, 2017. the Clerk had circulated a copy of the Annual Return and the Assets Register had been updated.

RESOLVED: That the Clerk's report be received.

5. Health and Safety Management Reports:

The meeting noted that Councils with 5 or more employees needed to have a written health and safety Policy. The Parish Council had 4 employees but did have a written Policy.

RESOLVED: That the current Health and Safety Management and Risk Assessment be adopted and reviewed again in 12 months' time.

6. Community Housing Fund (NFDC): The Clerk reported on the proposed visit to the Wickham CLT and the next stage in moving this idea forward. An invite had been received to the Rural Housing Event on the 5th/6th July, 2017 but a visit to the Wickham Scheme was also being arranged. In order to progress it was agreed that the Parish Council should be asked formally appoint a Steering Group.

RECOMMENDED: That the Parish Council be asked to formally appoint a Steering Group with a view to advising the Parish Council on the best way forward to deliver a Community led housing scheme.

7. Date of Next Meeting: Tuesday, 16th September, 2017

The meeting concluded at 8.08pm

Chairman..... Date.....