



**Minutes of the meeting of the Finance and Administration Committee.
Held at Colden Common Community Centre, St Vigor Way, Colden Common, SO21 1UU
on Monday, 28th March 2022 at 7.30pm**

Present: Cllr Hazel Crosthwaite (Chair)
Cllr Shaun Byrne
Cllr Richard Izard
Cllr Maggie Hill
Cllr Alex Loughran
Cllr Rob Veck

Apologies: Cllr Laurence Wilks
Sophie Thorogood (Asst Clerk)

In attendance Debbie Harding (Clerk)

F26/21 To receive any apologies for absence.
Cllr Wilks sent his apologies as unable to attend the meeting.

F27/21 To receive any Councillor declarations of pecuniary or non-pecuniary interests, in relation to any items on the agenda.
No declarations of interest

F28/21 To approve and sign the minutes of the meeting of the Finance Committee held on 6th December 2021.
The minutes of the Finance Meeting held on 6th December 2021 having been circulated, were considered.

The minutes were agreed as an accurate record of the meeting, proposed by Cllr Maggie Hill, seconded by Cllr Richard Izard and carried.

F29/21 Update on minutes, correspondence and other relevant matters not included elsewhere on the agenda (for information only)

The insurance schedule has been updated to the levels of insurance as recommended by the independent valuation. This has resulted in a refund of £1,039.70. The refund may take up to 60 days to be received.

The CCCA has increased the rebuild insurance value for the Community Centre to the independently recommended level of £2,129,000 including VAT. The Parish Office holds a copy of the confirmation of increased cover.

A £300 grant has been received from HCC towards the cost of purchasing a defibrator and external box to house it in. This will be installed outside the pavilion on the Recreation Ground.

A total of £72,000 of grant income has been received for the refurbishment of the Recreation Ground pavilion in this financial year and £29,158 of expenditure has been incurred. As the Recreation ground project will be spanning two financial years the surplus of income for this project of £42,941 will be ear marked for this project during the financial year end for use next year.

F30/21 To receive any questions from members of the public

No members of the public were present.

F31/21 To review the Parish Council standing orders and financial regulations and recommend any changes (if required) to the Full Council

Recommended changes to the Standing orders and financial regulations were circulated prior to the meeting.

The National Association of Local Councils (NALC) have recommended changes to 2018 NALC model standing orders (revised 2020) Changes are in the financial controls in sections C,F and G which relate to public contracts.

The Clerk is recommending changes to the NALC (2019) model financial regulations in the following sections

- 1) 4.5 – Emergency spending to £5,000. This is primarily in relation to emergencies such as illegal encampment
- 2) 6.18 – increase debit limit from £1,000 to £3,000. The limit has been in place since at least 2001 and is no longer sufficient for the size of the Council.

- 3) Section 11.1 h – Change to **strive** for three quotes if the item is under £2,500 (raised from £1,000)

After review and discussion, it was resolved to recommend revised standing orders and financial regulations to the Parish Council for adoption, proposed by Cllr Maggie Hill, seconded by Cllr Shaun Byrne and carried.

F32/21 To review a draft license for the Tennis Club to occupy a space in the Recreation Ground Pavilion.

To resolve whether legal oversight is required and the quotation from Hampshire Legal Services (Hampshire County Council)

A discussion took place regarding a license for the Tennis Club to use the room which is adjacent to the Recreation Ground Pavilion.

A discussion took place on the key features of the license. The following important matters should be contained.

- The licensee has the right to use the space (license to occupy for a year, considered for renewal on an annual basis)
- Council should not be liable to the users – the Club must have insurance
- The Parish Council must have free unrestricted access (required to be able to access the electrics in case of emergency or power related issue)
- The licensee must be responsible for cleaning and tidying the room
- Children must not be in the room unsupervised at anytime
- They must not use the room for storage without prior permission
- No storage, selling or consumption of alcohol without the necessary licenses and prior permission of the Council
- Matters in relation to nuisance to neighbours to include music
- Users of the room accept total responsibility for any goods they store or use in the room

Naming the room was discussed. It is important that the name of room does not imply designation to any one party. It was agreed a name such as The Social Room should be considered. This can be finalised as the license agreement progresses.

It was agreed that this document should be drafted by a professional .

It was resolved to instruct Hampshire Legal Services (Hampshire County Council) to draft a license and ask them to consider including some of the important features as listed above, proposed by Cllr Shaun Byrne, seconded by Cllr Hazel Crosthwaite and carried.

F33/21 To review the terms of reference for the Finance Committee and recommend any changes (if appropriate) to the Full Council

The Committee review the Finance Committee Terms of reference.
Some minor changes were recommended

- To monitor use of Community Infrastructure Funds, **Commuted Sums** and ring fenced reserves.
- The Committee has delegated powers in relation to disposal of any **non**-building or non-land assets, which have an asset value of under £500, and is non functioning and not economical to repair.

It was resolved to recommend these minor changes to Full Council for adoption, proposed by Cllr Hazel Crosthwaite, seconded by Cllr Richard Izzard and carried.

F34/21 Discuss if there is a requirement for a new alarm system at Colden Common Park and agree any further actions.

A discussion took place on the pro and cons for an alarm system at Colden Common Park.

The pavilion has been unalarmed for some time without any issues. The main door is solid, and the glass doors have metal security shutters. Currently the pavilion (and indeed the park) is well used in the evenings and the rising bollards which will shortly be installed will further enhance the security to the car park outside of core hours.

It was resolved that considering all the facts as they stand having an alarm fitted on the pavilion building was not warranted at this time. Proposed by Cllr Alex Loughran, seconded by Cllr Maggie Hill and carried.

F35/21 To hold an initial discussion to resolve if there is a requirement for CCTV in the village and agree any further actions.

The requirement for CCTV was discussed at length. The Community Association own the majority of cameras near and in the Centre with two cameras in the car park and one in the skateboard park.

A discussion took place on installation of additional CCTV and ANPR cameras in the village. Conversations with the police previously had stated they would not deploy ANPR cameras in the village as they are used in other areas. The police felt the use is limited due to the use of false numberplates.

It was resolved that at the Committee were not satisfied that the cost of additional cameras would match the benefit and therefore additional camera provision would not be explored at this time. Proposed by Cllr Maggie Hill, seconded by Cllr Hazel

Crosthwaite and carried.

F36/21 To update on the registration of areas of land owned by the Parish Council with the land registry.

The documents are with Hampshire Legal Services (HCC) to be registered with the land registry.

F37/21 To agree matters for the next meeting

It was agreed to circulate copies of the Parish Councils byelaws to Councillors for oversight before the next meeting.

It was agreed to agenda a discussion on how the Parish Council might manage any future commuted sums.

Cllr Crosthwaite mentioned that she had been approached by a member of the patient participation group who is working with a group of villages to support Ukrain refugees and their host families. The group were making enquiries in regard to funding by the Parish Council to provide welcome packs to refugees such as toiletries, sanitary products, nappies etc. It was resolved that any grant would need to be applied for using the normal grant application process, however, it was felt that any requests for specific items would probably be filled easily by donations from villages. Cllr Veck offered to liase with the group on what support is needed as it emerges.