

PARISH COUNCIL OF NEWLANDS

MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING HELD ON THURSDAY
13 JANUARY 2022 AT NEWLANDS COMMUNITY HALL, NEWLANDS AVENUE,
WATERLOOVILLE, PO7 COMMENCING AT 7. 30pm

Members: Cllr L Price (Chair) (P) Cllr O Barneveld (P)
Cllr A Carden (P) Cllr A Kirby

Also present was Cllr D Crichton and Karen Seear, Clerk to the Council.

- 090/22F Apologies:** Apologies were received from Cllr A Kirby.
- 091/22F Declarations of Interest:** There were no declarations of interest made.
- 092/22F Minutes of the previous meeting:** The minutes from the Finance Committee Meeting dated 2 December 2021 were received. **It was unanimously RESOLVED that the minutes of the Finance and Personnel Committee meeting be accepted as an accurate record and were duly signed by the Chair.**
- 093/22F Public participation:** There was no requirement for a public session. Cllr D Crichton – Chairman of the Council commented during the course of the meeting.
- 094/22F Correspondence:** The Clerk had received correspondence from the Neighbourhood Officer at Winchester City Council. He asked how much of the spend was left in the budget? It was asked to write back to the Neighbourhood Officer and ask for more clarification. **NOTED.**
- 095/22F Finance:**
- a) Orders for Payment: Orders for payment **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 12) should be APPROVED in the sum of £1,691.53 including VAT and that receipts of £0.00 are noted. Further payments of £24.00 (including VAT) made since the last orders of payment were RATIFIED.**
 - b) Bank Statement: The December bank statements were previously circulated. The statements were reviewed and the balances as at 31 December 2021 were agreed. The statements were signed by the Chairman. **NOTED.**
 - c) Accounts: The accounts for December 2021 previously circulated. The Chairman pointed out that office equipment currently has its own expenditure line on the accounts. The funds for office equipment will come from the general reserve, therefore the item for office equipment should be removed. **NOTED.**
- 096/22F Precept and Tax Base:** The Chairman ran through the tax base and precept figure which had been determined for the budget 2022/23. He was pleased to report that this will mean only a yearly increase of 18 pence per household in the Parish. **NOTED.**
- 097/22F VAT:** The Chairman wished to ensure that VAT appeared on the budget. He suggested keeping a record of both VAT claimed and VAT received. The Clerk had been keeping a note of the VAT and will be sending in a VAT reclaim form. **NOTED.**
- 098/22F Revised Asset Register:** Cllr Carden wished to ensure that the lease for the hall and any land owned by the Council in the future will appear on the asset register. Land should be categorized separately. The Chairman suggested that he make the proposed changes and bring the asset register back to the next meeting for approval. **NOTED.**
- 099/22F Grants:** The Chairman stated that any grants given by the Council are fully documented. The payments should be clear and transparent and visible on the Parish website. **NOTED.**

- 100/22F Funding for Highways and General Purpose (Reserve):** The Chairman stated that both the Highways and General Purposes and Amenities Committees are both closely related as to what items fall under their remit. It has been difficult to identify a suitable budget for the committees. The Highways and General Purpose Committee will shortly be spending funds. Cllr Carden wished to point out that the budget for committees can be changed throughout the year if it is felt necessary. Cllr Carden suggested that items up to a £1000 spend for each committee could be agreed with no need for approval at Full Council. It was suggested that the budget for sub-committees be kept under review every quarter and amended if required. **NOTED.**
- 101/22F End of Year statement to residents:** The Chairman suggested that an end of year financial statement be made available to residents. Cllr Crichton suggested that this could be something that would be produced at the Annual Parish meeting on March 25th 2022. Cllr Carden queried what the requirement was for making such a statement available to residents? The Council currently has no legal requirement to produce this but it is felt this would be a nice thing to do, showing residents where their money goes and giving reasons for any over spend or under spend. Cllr Crichton suggested preparing a statement ready for the AGM meeting. Cllr Carden made reference to obtaining the details of the transparency code. He will source the document and send to the Clerk. **NOTED.**
- 102/22F Adoption Update (David):** The Chairman of the Council provided an update. He mentioned that there will be a requirement in the future to have a storage/office facility for the Amenities Parish Warden. Options are being considered by the Amenities Committee. The Parish Council could consider renting one of the new storage units which are due to be built in Darnel Road, these are currently some 18 months to 2 years away and there may be the need to acquire the facility sooner. Cllr Crichton mentioned that the Council are hoping to purchase an electric vehicle for use by the Parish Warden. He then went on to mention that there had been a request by Dicentra to time the land adoption to be deferred until such time that they have their 106 agreement finalized with Winchester. This is because part of the land under the agreement falls within Newlands Walk. If the transfer takes place before the transfer it would complicate and delay matters further as Newlands Parish Council will become a legal party to the agreement. Cllr Crichton is chasing the road adoption process with a representative from Taylor Wimpey. There is a series of events which need to be put in place to ensure this runs smoothly. **NOTED.** Cllr Crichton suggested referring this back to D/Cllr Read as Chair of the Amenities Committee. Cllr Carden mentioned that there may be a cost involved if they were to become a legal party to the agreement, but the Council should then receive any costs back. **NOTED.** Cllr Crichton thought ask the Clerk to write to WCC explaining the situation and to ask whether this would cause a complication? **NOTED.** Cllr Crichton went on to mention the ongoing situation regarding the adoption of the open space land by Havant Borough Council. Cllr Crichton continues to make contact with representatives in the hopes that the process will be completed shortly. He also mentioned that the current partnership between East Hants District Council and Havant Borough Council has been dissolved and this may complicate matters. **NOTED.**
- 103/22 Open Space commuted funds:** This item had previously been covered.
- 104/22F Finance and Personnel Committee structure:** There had previously been a proposal to reconfigure the current Finance and Personnel Committee structure to be in line with other Parish Councils. It is thought it may be beneficial to adopt this model as the Council becomes more mature. Cllr Crichton explained that currently there may be no point in changing the structure for the time being as any changes will come into effect in May. Councillors were asked to give the matter some thought and to consider it as a formal proposal for Full Council. **NOTED.**
- 105/22F Community Hall:** The Chairman ran through a proposal regarding registering and running the Community Hall as a charity. Cllr Crichton felt there would be several complications regarding the proposal. Cllr Crichton has experience of the matter with his work elsewhere in Waterlooville. The current contract has been given to WACA. This is an ongoing contract and should remain in place until the new community centre has been built. Contracts will be looked at again once the new

community building is complete. Working with the YMCA in the future for the contract is being considered. There were several other implications regarding the proposal and Cllr Crichton stated he would be opposed to idea. He went on to thank the Chairman of the committee for looking into the matter and if he wished to make all councillors aware of the idea he could. Cllr Crichton mentioned that the trigger point for the work to start building work on the new community/district centre is currently unknown but it is felt that with the way the housebuilding is progressing, alongside the fact that two more phases are due for tender shortly, may mean that the trigger point is reached sooner. **NOTED.**

106/22F Other Reports: Cllr Crichton mentioned that he had been made aware of a current dispute between residents and Grainger concerning an unpaid gas bill. It was queried whether the resident was a homeowner or a tenant. There is a duty of care for the welfare of the residents and Cllr Crichton has heard of several other residents having similar issues. Cllr Crichton will raise the matter with a representative of Grainger in the hopes she can clarify the problem. **NOTED.**

The meeting closed at 9.18pm. The next Finance and Personnel Committee meeting will be held on Thursday 24th February 2022.