

PARISH COUNCIL OF NEWLANDS

**MINUTES OF THE FINANCE AND PERSONNEL COMMITTEE MEETING HELD ON THURSDAY
3 MARCH 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 (P)

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

- 108/22F Apologies:** All Councillors were present.
- 109/22F Declarations of Interest:** There were no declarations of interest made.
- 110/22F Minutes of the previous meeting:** The minutes from the Finance Committee Meeting dated 13th January 2022 were received. **It was RESOLVED that the minutes of the Finance and Personnel Committee meeting be accepted as an accurate record and were duly signed by the Chair.**
- 111/22F Public participation:** There was no requirement for a public session. Cllr D Crichton – Chairman of the Council and D Cllr Read commented during the course of the meeting. D Cllr Read wished to update the council with news that WCC are planning to release commuted sums for the adoption of the open space. He will be attending a meeting at Winchester City Council and he will give thanks to the city council for their help. **NOTED.** He went on to ask regarding the progress made regarding recruiting for the RFO position. The Council have agreed the process for hiring the RFO. Further details will be confirmed at the next Full Council meeting. **NOTED.**
- 112/22F Correspondence:** No correspondence received.
- 113/22F Finance:**
- a) Orders for Payment: Orders for payment **It was RESOLVED that the payments detailed on the Orders for Payment (list 13) should be APPROVED in the sum of £1,594.45 including VAT and that receipts of £0.44 are noted. Further payments of £116.36 (including VAT) made since the last orders of payment were RATIFIED.**
 - b) Bank Statement: The bank statements were previously circulated. The statements were reviewed and the balances as at 31 January 2022 were agreed. The statements were signed by the Chairman. **NOTED.**
 - c) Accounts: The accounts for January 2022 were previously circulated. **NOTED.**
- 114/22F Revised increase in precept for residents:** The Chairman wished to correct a mistake. He had previously stated that the cost to residents will raise by 18 pence when in fact the increase is £2.84. The rise in cost is still relatively low compared with other local Parish Councils. **NOTED.**
- 115/22F Community Hall Accounts:** The Parish Council Hall accounts were discussed. The Chairman suggested that a community hall reserve account could be required. It was felt that this may not be necessary as most items for the hall have already been purchased. The community hall is not being run as a profit centre. It was suggested that if surplus money is available, the money could be used to purchase any new items of equipment. **NOTED.** This information could be made available for residents. Cllr Kirby suggested asking residents for suggestions for anything else they would like to be made available at the hall. It was asked if thanks could be given to WACA for their assistance in regards to looking after the bookings, cleaning and administration. **NOTED.** The community hall is becoming a sought after facility. With regards to the accounts it was recommended that this should be a separate item, recorded on the end of year accounts as non-precept income. **NOTED.**
- 116/22F Community Plan Fund:** This item has been returned to following the request from a neighbourhood officer at WCC to determine what funds were left in the community plan fund. It was asked if further

clarification could be gained as to what has been spent so far, sources of funding that have been made available etc.. This will help the Parish Council determine how much, if any money is left in the fund. Cllr Kirby mentioned that the Council is happy to support the fund and events and will potentially provide more money for events if requests are made. Cllr Crichton suggested contacting the neighbourhood officer to identify the spend so far. This item will be returned to once more information is available. **NOTED.** Once the spend has been identified and if further funds are required the neighbourhood plan group may wish to ask for more funds. Cllr Carden suggested identifying conditions related to any request. **NOTED.**

- 117/22F Year-end financial report:** The Clerk was asked to produce the end of year financial report in readiness for the next Finance and Personnel committee meeting on 7th April 2022. The report will then be made available for residents to view on the Parish website. **NOTED.**
- 118/22F Funding for Highways and General Purpose Committee:** Cllr Crichton suggested that this item be deferred. He suggested making a recommendation to Full Council regarding management of the allotments. If an agreement is made to manage allotments in house, this will effect the funding required. Another member of staff may be required. Once the decision has been made the item will be returned to at a future meeting. **NOTED.**
- 119/22F Set a date for release of fund to replace IT assets:** It was decided that the funds for replacement items will come out of next years budget. The asset register states that the Clerk's laptop is due for replacement in April 2022. Currently the Clerk's laptop is in good working condition. It was decided that the Clerk should recommend when replacement of the laptop is due and to also make recommendations for new equipment as and when thought necessary. **NOTED.**
- 120/22F Agree a budget reserve for the funding of additional accommodation and storage space required:** The Council is hoping to provide storage and accommodation for the Parish Warden. Currently storage space is inadequate. It is hoped the Parish Warden will have use of an electric vehicle for work. This along with other items require a storage space along with a space for the Warden plus any extra staff to work. Various options have been considered. Cllr Read suggested making use of an area within the district centre once it has been built. Another option would be to site a container next to the pumping station. Cllr Carden mentioned that there currently are several storage yards that Grainger use within the development. He suggested it may be an option to consider using one of these areas if possible. Renting a unit in Proxima Park has also been considered but the cost of this is considered too high. The Council are also considering building their own unit, this will require planning permission etc.. The Amenities Committee is covering this item further. At this stage it is felt the Council is not in a position to be able to determine a budget for the space. The item will be returned to at a future date. **NOTED.**
- 121/22 Set closing date for financial end of year, to enable the new financial year to have exact financial figures:** The Chairman suggested separating end of year and the new financial year. Cllr Kirby suggested that the RFO should decide how end of year transactions should occur. This work will be carried out by the RFO. **NOTED.**
- 122/22F Other Reports:**
Cllr Read mentioned the commuted sum funds due to be received from WCC relating to the open space. He suggested having a separate heading for the open spaces reserve. The Parish Council had previously agreed to open a separate bank account to receive funds, these funds will be managed completely separately from the general reserve. **NOTED.**

The meeting closed at 9.04pm. The next Finance and Personnel Committee meeting will be held on Thursday 7th April 2022.

123/22F

Exempt Business:

Exempt items had not been added to the agenda, no discussions took place and it was noted that any future items of exempt business should be detailed on the Agenda. **NOTED.**