

PARISH COUNCIL OF NEWLANDS

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

Members: Cllr A Berry Cllr D Crichton (P)
Cllr A Carden (P) Cllr M Read (P)

Also present, Cllr A Kirby, Cllr J Parry, Cllr L Price, Gordon Tate, Responsible Financial Officer and Karen Seear, Clerk to the Council.

- 053/23F Apologies:** Apologies were received from Cllr A Berry; thanks were given to Cllr A Kirby for attending in his place. **NOTED.**
- 054/23F Declarations of Interest:** Cllr M Read declared an interest as he is a Ward Councillor for Winchester City Council.
- 055/23F Minutes of the previous meeting and matters arising:** The minutes from the Finance Committee Meeting dated 3rd November 2022 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.**
- 056/23F Public participation:** There was no requirement for a public session.
- 057/23F Correspondence:** Correspondence had been received from Winchester City Council regarding playground inspections. A quote had been given for the annual inspection. At the present time the council does not have responsibility for any playgrounds. Cllr Read suggested taking the matter back to the Amenities Committee. **NOTED.**
The second item of correspondence received was regarding that there had been a change to the external auditor. The new external auditor is BDO LLP who are based in Ocean Village in Southampton. The correspondence is for information only unless any one had any comments to make. **NOTED.** The appointment of an internal auditor will be considered at the next meeting of the Finance and Personnel Committee. **NOTED.**
The third piece of correspondence was received from Home Start. They had applied for a grant to support their work. Cllr Carden suggested applying the appropriate test as to whether the organization would benefit families within the Parish. Cllr Kirby suggested follow-up report to ensure that the organization has been of benefit. He went on to suggest putting a date in the diary to request the information. The grant request was for £2000. The clerk advised that there was only £2000 in the budget for grants and some spend had taken place. Money could be moved from general reserves. Cllr Carden stated that if money is transferred from reserves into the grant reserve this will require approval by Full Council. **NOTED. It was UNANIMOUSLY RESOLVED to recommend to Full Council that the grant be paid to Home Start and the amount in reserves be adjusted to cover the short fall. Upon the condition that the grant covers a year and a report back given as to the usefulness of the money. If the organization wishes to apply for future grants they will be considered after a year after the initial grant has been paid. NOTED.**
- 058/23F Finance:**
- a) Orders for Payment – **It was unanimously RESOLVED that the payments detailed on the Orders for Payment (list 10) should be APPROVED in the sum of £4252.67 including VAT and that nil receipts are noted. Further payments of £3550.85 (including VAT) made since the last orders of payment were RATIFIED.**
 - b) Bank Statements - The bank statements for November 2022 had been previously circulated. The statements were reviewed and the balances as at 30th November 2022 were agreed. The statements were signed by the Chairman. **It was unanimously RESOLVED that the bank statements were APPROVED.**

- c) Accounts – The accounts for November 2022 were **NOTED**. There were a few items noted which had negative amounts. The clerk pointed out that currently expenditure is high for printer cartridges. She wondered if a replacement printer would be more cost efficient. The Chairman suggested using a subscription. Cllr Carden suggested replacing cartridges with ink well cartridges. The clerk was asked to research various options and report back to a future meeting. Cllr Parry also offered technical support. Cllr Read suggested looking at laser printers. **NOTED**.

059/23F Budget 2023/24: The Parish council is still waiting for the transfer of open space land which brings with it a commuted sum. Cllr Read stated that it is quite difficult to identify a precept amount because of this. He is working with various WCC representatives and hopes to hear back shortly with regards to movement on this. He suggested increasing the precept by 10%. The purchase of a van will be a major item of expenditure, and the budget should be planned accordingly. The various elements of the budget were discussed. Some line items require removal, some line items will be added. It was thought that the precept should pay 10% of the Amenities Staff salary. 90% will come from the commuted sum. Cllr Kirby questioned that once the commuted sum is received will the money be backdated and paid back into the reserve? Cllr Read suggested making this a motion when it comes to receiving the monies. **NOTED**. Staff salary should increase to £45K and will cover the 10% paid to future ground staff. **NOTED**. Most of the line items will be increased by a suggested 10% with the exception of stationery which increases to £600 and will cover equipment replacement. There will be a capital projects reserve which covers the projects requested by the Highways and General Purposes committee. **NOTED**. A £1K election reserve will also be created. **NOTED**. Cllr Read will put together a paper in readiness to take to full council for the purchase of a leased van for use by the Warden. **NOTED**. The precept request will be considered further at the next meeting of Full Council. **NOTED**.

A brief discussion took place regarding having a storage/office facility for Amenities/Open Space work. A quote had been received. This will be discussed further at a future meeting. **NOTED**.

060/23F Secure Sharing Network: The clerk gave an update. Staff were looking at using One-drive. Cllr Kirby ran through how One-drive works and the cost involved. It was recommended that office staff use this application. Cllr Carden queried whether the application is currently included with the Microsoft subscription. This requires clarifying. **NOTED**. The clerk also queried whether some emails which are sent to Councillors could be password protected? A policy change may be required if this is the case. The documents which should be password protected were clarified. If possible, the process of the secure sharing network should be reported back to the next meeting of Full Council. **NOTED**.

061/23F Software Purchase: The clerk had suggested the purchase of a PDF reader which will enable documents to be published to the Parish Council's Facebook page easily. There currently is a special offer on the software. The cost is £39.99 for an annual subscription. Cllr Price recommended another item of software. He was asked to send the information on to the clerk. **NOTED**. Cllr Parry suggested using the free trial of the software initially. **NOTED**. The clerk was given the authority to make the purchase. **NOTED**.

062/23F Purchase of vehicle for use by the Amenities Parish Warden: This item was previously covered during the meeting. **NOTED**.

063/23F Other Reports: There were no other reports.

The meeting closed at pm. The next Finance and Personnel Committee meeting will be held on Thursday 2nd February 2023.

064/23F

Exempt Business:

The Amenities Parish Warden had requested a pay-rise. At the present time it is felt that the Warden may not have 20 hours worth of work as the open space is not yet council's responsibility. At this stage it was felt no action should be taken. **NOTED.**