

IVER PARISH COUNCIL

A meeting of the **POLICY FINANCE AND GENERAL PURPOSES COMMITTEE** was held on **WEDNESDAY 22nd JUNE 2011**, commencing at 8pm at the **Committee Room**, Parish Council Offices, 63 Chequers Orchard, Iver SL0 9NJ

MINUTES

Present:- Mrs Watkins (chaired the meeting), Dr Matthews, Mrs Gibson, Mrs Leech, Mrs Meere and Mr Woolley.

In Attendance:- Mrs Moffat (Clerk), Sally Vigurs, Ty Porter and Jo Grimshaw

1. **Resolved to elect Mrs Watkins as Chairman for the ensuing year** (proposed by Mrs Gibson and seconded by Mrs Leech and all in favour). **Resolved to elect Dr Matthews as vice chairman for the ensuing year** (proposed by Mrs Watkins and seconded by Mrs Leech and all in favour). It was agreed that the membership of this committee will be Mrs Watkins (Chairman), Dr Matthews (Vice-Chairman), Mr Oxley, Mrs Gibson, Mrs Vigor-Hedderly, Mrs Leech, Mr Woolley and Ms Bridgen. Mrs Meere and Mr Harlow are welcome to attend as non-voting members.
2. **Apologies for absence were received from:** Mr Oxley, Mrs Vigor-Hedderly and Ms Bridgen.
3. **Disclosure of interest in items on the agenda** - None.
4. **Resolved** to sign the Minutes of the meeting held on 6th April, 2011.
5. **Resolved** that the membership of sub Committee for Human Resources will be Mr Oxley, Dr Matthews, Mrs Watkins, Ms Bridgen, Mr Woolley and Mrs Leech. It was agreed to change the time of these meetings to 10a.m. and the first meeting is on Thursday 21st July, 2011.
6. **Clerk's Report** – The Clerk has arranged for the Outreach Youth Worker to present a report in the form of a DVD at the end of this meeting to provide an insight to the type of work that is carried out.
7. **Finance**
 - (a) **Budget Monitoring** – review 2010/11 budgets to 15th June and the financial summary (Appendix 1). The Youth Work has a budget for money received from grants and a budget provided by the Parish Council. This is shown as budget numbers 1055 and 1056 respectively. Budget 1037 is for the part time Assistant Outreach Youth Work who has been employed this year. It was noted that the Parish Council is providing 50% funding for a PCSO which is match funded by TVPA to provide an additional PCSO above the allocated manning level. The Clerk will check that this is happening. The Parish Council is supporting PCSO David Castle and requested a report from him for each meeting of the Policy, Finance and General Purposes committee. It was noted that there is no budget this year to undertake a Parish Appraisal but the Clerk will investigate if there are grants available. There is a small amount of money for the web site in the budget. Mr Woolley asked for the 'web site' to be discussed at these meetings as he would like more feed back from councillors.
 - (b) **To resolve** the actions to be taken from the Internal Auditors Report (Appended 2) – (i) Training to be made available in use of computer software at the earliest opportunity for the relevant office staff and councillors will man the reception desk to avoid interruption; (ii) The Council has agreed to proceed with the building of a new pavilion at Iver Recreation Ground. It was agreed to increase the fidelity insurance by £250,000 (once the PWLB has been agreed and money received) until the completion of the new build and then arrange appropriate insurance cover for the pavilion; (iii) Fire Safety Instructions have been updated to reflect the change in office staff and their responsibilities.
8. **Grants for consideration – Resolved not** to provide a grant to the Open Spaces Society Section 137.
9. **Section 137 Grants** – No requests
10. **Subscriptions - Resolved** to approve the subscription of £85 to Local Authorities Aircraft Noise Council (LAANC).
11. **Resolved** to apply for Iver Recreation Ground to Fields in Trust to protect this facility for future generations. Mrs Leech agreed to complete the application form.
12. **Training and Administration**
 - (a) **Resolved** for Ray Peters to attend an Institute of Groundsman's recognised course on pitch maintenance as part of the conditions of the Football Foundations grant offer for the new Sports Pavilion.
 - (b) **Resolved** for Office staff to receive training on finance and allotment sections of Advantedge Software package as recommended by the Internal Auditor.

(c) **Resolved** to organize ‘Chairmanship’ training for all councillors. The training will be run by Glenda Collins at the St Peter’s Centre. The Clerk will investigate if funding for new councillors is still available from LAF as mentioned at the last LAF meeting.

13. Policy

- a. **Youth Work** – Report from the Youth Worker. The youth work report to be presented via a DVD presentation at 9.30pm at the end of the meeting and you will be able to meet the youth workers.
- b. **Resolved to set up a Youth Management Steering Committee** -It was agreed that membership will be Mrs Gibson, Dr Matthews, Mrs Leech, the Clerk, the Youth Worker and volunteers, to meet 4 times a year.
- c. **Rostrevor Gardens** – The sale of the land has been agreed.

14. Projects

(a) **Christmas Lights** – Mr Oxley has organized for the surplus Christmas lights to be installed at Iver Village Hall and Kings Hall. Christmas Lights Ceremony has been arranged for 26th November, 2011. Mrs Leech volunteered to head up the Working Party for organizing this event. Mrs Meere volunteered to join this group but it is open to all members of the Council. It was suggested that there should be a Father Christmas grotto this year. Mr Woollie was happy to be ‘Father Christmas’ on the day if no one else was available.

9.25 p.m. Mrs Leech left the meeting.

(b) **Parish Guide** – The Parish Guide has now been published. The cost is £1250 net. The parish guides will be distributed to all households in the parish. The PDF file to be added to the web site.

15. Press Release: to resolve what (if any) information to draw to the attention of the press – None.

9.30pm Sally Vigurs, Ty Porter and Jo Grimshaw (youth work volunteer) joined the meeting to present the Youth Work report.

Next meeting 7th September, 2011

Meeting closed at 10.15 pm

Signed (Chairman)

Date

