

IVER PARISH COUNCIL

A meeting of the **POLICY FINANCE AND GENERAL PURPOSES COMMITTEE** was held on **WEDNESDAY 9th SEPTEMBER 2009**, commencing at 8 pm at the **Committee Room**, Parish Council Offices, 63 Chequers Orchard, Iver SL0 9NJ

MINUTES

Present:- Mr Wilson (chaired the meeting), Mr Oxley, Mrs Mowat, Mrs Leech, Mrs Watkins, Mr Lidgate (arrived at 8.05 pm)

In Attendance:- Mrs Collins (Clerk)

Absent: Mrs Vigor-Hedderly, Mr Adlam

20. Apologies for absence were received from: Mr Gidar and Mr Bradford.

21. Disclosure of interest in items on the agenda. There were none.

22. Resolved to sign the **Minutes** of the meeting held on 1st July 2009 as a correct record.

23. Clerk's Report.

24. FINANCE

- a. **Budget Monitoring** – reviewed and resolved to accept the 2009/10 budgets to 31st August (appended). *Mr Lidgate arrived during this item.* There was some discussion about the cost of office telephone and mobile phones. The clerk reminded councillors that a new mobile phone contract with Orange would start as soon as the new phones had been received and this is a government contract (has been tendered by many large councils jointly and should be cheaper than any other contract). Contract has been approved by Policy Committee and has been set up with a line rental of £2.50 per month per phone and extremely cheap rate for calls and texts. The clerk also said that all phone bills are checked (the itemized list) to ensure that all calls are work related and if not then the individual is charged for the calls as can be seen from the income heading for private mobile phone calls. The chairman said that he was sure that the Parish Council staff are not abusing the telephone system in the office. The clerk reported that overall the total budget is underspent for the time of year.
- b. **Lloyds Bank Deposit** of £50,000 – for information following the last meeting - best rate was a 6 month treasury scheme giving .65% interest. Noted.
- c. **Internet Banking** – noted BALC comment in Matters Arising Summer 2009 that there is no problem with the clerk having an internet facility so as to read balances or transfer funds from deposit to current accounts so long as there is a stop placed on making payments or setting up direct debits/standing orders.

25. SECTION 137 – resolved to approve grants as follows under S137 of the Local Government Act 1972

- a. **Vitalise** – request for a donation – resolved to grant £100.
- b. **Age Concern** – request for a donation – resolved to request further information about the relevance to Iver and also whether perhaps the Langley one is the one which provides more support to our residents.

TRAINING and ADMINISTRATION

- 26. Institute of Groundsmanship** – annual conference – resolved to send Ray Peters at a cost of £75 if he was not on holiday during the time of the conference but if he could not attend this one then the Clerk should seek some other opportunity for him to attend some similar training.
- 27. Training for the Clerk** – resolved to approve attendance at **Business Continuity Planning £95** and **Project Management £95**.
- 28. Training for Administrative Staff** – possible government funded NVQs available in Business Administration, Customer Service and IT. Resolved that the office assistants could take up this offer if they felt it was useful.
- 29. Registration of Land** – following this Committee's decision some time ago to get all its land registered the clerk has sought advice from a surveyor and solicitors to see what the likely costs might be so that this Committee may resolve who should carry out the work. The Clerk reported on estimates for the work from SA Law solicitors, BP Collins solicitors and Paul Coombe (local surveyor). Resolved to ask Paul Coombe to carry out the work for one of the sites (one of the mudwharves) but to cap the amount he could be paid at £1,000. Then to review the process and decide whether to continue.

POLICY

- 30. Youth Work – a)** Sally Vigurs – report for information was noted. Sally came at the end of the meeting and expanded on her report and showed photographs. Succession planning was discussed for the youth work and was resolved that the Clerk should talk to IET about how much would be needed from us towards this and to see whether IET can source any funds for extra paid staff.
- 31. Equality and Human Rights** – review of existing policy – resolved that the Clerk should review this and bring back to a future meeting. The clerk said that with regard to recruitment the Council is up to date with equality issues.
- 32. Community Engagement Policy** - resolved that the Clerk should prepare a policy based upon one of the samples that she had sourced from the internet.
- 33. Think about Health and Safety** – a booklet specifically for councillors was sent out with the agenda. Resolved that the Clerk should prepare a process document for hirers and users of Council facilities stating that they provide their own first aid kit and telephone communication.

PROJECTS

- 34. Christmas lights** – (a) resolved to dress the tree with the Millennium Quest option at £2,574 for the tree in Iver and £1600 for the double sided snowfall for the Iver Heath tree. It was noted that only 2 companies had quoted for the work this time although 3 had been asked. (b) noted that a grant has been applied for from SBDC but there is still likely to be a shortfall of at least £5,000 because of the loss of interest from investments. It was resolved that the Clerk should seek funding from the District and County Councillor’s leader funds to try and cover the shortfall.
- 35. Press Release:** resolved that the Clerk should send a summary of Sally’s youth work report to the local press.

Next meeting 18th November 2009 (normal meeting) and 25th November 2009 (budget setting)

Meeting closed at 9.25 pm

Signed (Chairman)

Date