

## IVER PARISH COUNCIL

A meeting of the **POLICY FINANCE AND GENERAL PURPOSES COMMITTEE** was held on **WEDNESDAY 23<sup>rd</sup> JUNE 2010**, commencing at 8pm at the **Committee Room**, Parish Council Offices, 63 Chequers Orchard, Iver SL0 9NJ

### MINUTES

**Present:-** Mr Wilson (chaired the meeting), Mrs Watkins, Mrs Leech (arrived at 9.20 pm), Mr Lidgate, Mrs Vigor-Hedderly (arrived at 8.10 pm) and Mr Oxley

**In Attendance:-** Mrs Collins (Clerk)

1. **Resolved to elect Mr Wilson as chairman for the ensuing year** (proposed by Mr Lidgate and seconded by Mr Oxley and all in favour). **Resolved to elect Mr Oxley as vice chairman for the ensuing year** (proposed by Mr Wilson and seconded by Mrs Watkins and all in favour).
2. **Apologies for absence were received from:** Mr Bradford, Mr Gidar, Mrs Mowat
3. **Disclosure of interest in items on the agenda.** – Mr Oxley disclosed a non prejudicial interest in item 10 (e) as he is a Trustee of Groundwork who own the Environmental Centre. Mr Lidgate disclosed a non prejudicial interest in item 8 (b) as his grandson plays football for Thames Valley Youth.
4. **Resolved to sign the Minutes** of the meeting held on 14<sup>th</sup> April 2010 (previously circulated) with a change to the date at the top from 14<sup>th</sup> March to 14<sup>th</sup> April.
5. Resolved to set up a **sub Committee for Human Resources**. Resolved membership as Mr Wilson, Mrs Watkins, Mr Gidar, Mrs Mowat and Mr Oxley. First meeting Thursday 22<sup>nd</sup> July 4 pm.
6. **Clerk's Report** – the clerk reported that (a). The Fields in Trust organization is trying to get 2012 new playing fields protected under their banner as a Queen Elizabeth playing field. The Committee agreed that the clerk should put forward Iver Recreation Ground as a possible site and also find out whether it is possible to nominate sites owned by other organizations. If so then to nominate: the green area of Cape Boards land in Iver Lane, Thorney Park, Billet Lane playing field, Richings Park Sports club field and the green area at Evreham Centre.  
(b) New Standing Orders have been produced by NALC and it was agreed that the clerk should email the new version and the old version along with a briefing on her suggested amendments etc to Mr Oxley, Mr Wilson, Mrs Watkins and Mr Lidgate. Standing Orders as revised by this group and the clerk to be presented to the next Policy Committee Meeting.  
(c) BCC propose changes to the youth service and the Committee agreed that the clerk should express their opposition to the changes and should say that it is unacceptable to push the service out to third parties and the County needs to invest in its youth

**8.10 pm Mrs Vigor-Hedderly joined the meeting.**

### 7. FINANCE

- (a) Bank Statements – resolved to receive recent bank statements and chairman signed the reconciliations
- (b) Budget Monitoring – reviewed, noted and approved the 2009-10 budgets up to 31/03/10 (as appended) and 2010-2011 budgets to end of May 2010 (appended) and the financial summary (appended). Councillors asked the clerk to query the office gas bill.
- (c) Internal Audit report – resolved to receive and take the following actions: clerk to find out how much an increase in the Fidelity guarantee amount would cost on the insurance; that no action need be taken about the logo; that it is the FA that need to be fully committed to the pavilion project in terms of funding as any football club could use the premises should Delaford Colts wind up or fail to be able to rent the premises for any reason; that it should be the chairman of the Human Resources Committee who should conduct a return to work interview for the clerk NB the clerk undertakes return to work interviews for other staff.
- (d) External Audit – resolved to receive copy accounts and annual return and recommended the approval of full Council on 28<sup>th</sup> June and recommended 'yes' answers in the completion of the Statement of Assurance
- (e) Resolved that the Council's internal audit procedure has been effective. Noted that Mrs Leech met with the internal auditor and questioned him on his testing procedures (see audit tests appended)

### 8. SECTION 137 GRANTS – approval required under S137 of the Local Government Act

- (a) Air Ambulance – resolved to approve a grant of £100.
- (b) Thames Valley Youth FC – request for a grant. Last season 130 (50 from Iver Parish) children paid approx. £100 each. This covered a kit (£38 per child), rent at Evreham £5,013 (to be £6,413 this

season), and the rest is used for equipment and refs, trophies, FA fees, insurance etc. Resolved to defer this matter to the next meeting.

- (c) Open Spaces Society – re-opening the gates – getting paths re-opened – resolved to make a donation of £50.

9. **TRAINING and ADMINISTRATION** there were no items for this heading.

#### 10. **POLICY**

- (a) Youth Work – Report from the Youth Worker was received and noted (as appended).
- (b) Request from youth worker for salary increase. **It was resolved to make the detached/outreach youth work post run from scale points 11 – 16 on the Joint Negotiating Committee for Youth & Community Workers Salary Scales. Sally to receive salary at scale point 12 plus fringe allowance from 1<sup>st</sup> July 2010** and the clerk to increase the amount of grant to Iver Educational Trust from 20<sup>th</sup> July to reflect this increase in salary and employer's NI. It was resolved to make incremental increase annually to the bar (and recommended that some financial recognition is given when Sally achieves her Masters degree). **It was also resolved to take the youth work post into the Parish Council payroll system and employ the person direct on normal local government youth worker terms and conditions.** It was noted that there may not be enough money in the budget to pay this salary and all the on costs but the clerk was asked to vire money from the civic ceremony heading and from contingency and from training if necessary.

It was recognized that a strong relationship with IET needs to be maintained. It had been discussed with Rev George Howard (who is the new champion for IET) that he could take on the responsibility for Sally's de-briefing and mentoring now that Rev Kate Wilson had left the parish and that Sally could continue working out of St Peter's Centre office (for which some remuneration to IET could be continued). It was noted that a Service Level Agreement needed to be worked out before Sally can transfer her employment to the Parish Council so that all the responsibilities and costs can be worked out and a draft document should be presented to the next Policy meeting (produced by the Clerk working with Rev Howard).

9.20 pm Mrs Leech joined the meeting

- (c) Progression Policy for youth work – resolved that a part time paid worker (perhaps 2 days a week) should be taken on as soon as this is financially possible (if not in this year then provision should be made within the next budget) so that there would be some cover and continuity during any period when for any reason there was no full time worker in post.
- (d) Environmental Policy (appended) – resolved to approve.
- (e) Thorney Park – noted that the clerk has completed the form for initial expression of interest in running Thorney Park as required by the County Council and in line with this Council's earlier expressions of interest already made to the County Council. Resolved to agree the forms as completed (appended) and resolved to work with Groundwork Thames Valley if the parish council is successful or if Groundwork is successful in the bids.
- (f) Iver Environment Centre – request for letter of support for grant applications to enable changes to be made in celebration of the Centre's 21<sup>st</sup> Anniversary - knock out the kitchen to make one large room opening out onto a verandah going out over the pond and install a new larger entrance with wide disabled ramp and a new kitchen to run cooking courses for local produce. It is hoped this work will enable larger school groups to attend and enable the extension of programmes to more organizations. It was resolved not to provide a letter of support unless the schools in Iver Parish can have free access to the Centre in the same way that the Hillingdon schools do.
- (g) 105/107 High Street – access over recreation ground driveway. Noted that the reimbursement of legal costs by 105 was received in 2008. Noted that the new residents at 107 would like a licence for access to their rear garden from the recreation ground driveway and have indicated that 105 would also now agree to a personal licence as previously offered. Resolved that the clerk should instruct SA Law to offer personal licences to the owners of both properties for use of the access by their own domestic vehicles in the same terms as previously offered to 105. Both properties must

agree. The licence should be for the period of time that the residents reside in that property and the payment should be £1 each. The residents should pay the Parish Council's legal costs.

**11. PROJECTS**

- (a) Christmas lights – resolved (a) resolved to appoint Merlin lighting as the supplier of motifs for the street lights for a 3 year period (table of quotes appended) with a change to the colour of the motif in Richings Park to white or a different white design if possible without affecting the price significantly. It was noted that there is not enough money in the budget to pay for the lights to be put up and taken down this year and it was resolved to vire as much money as possible from other headings. Clerk to report to next meeting. (b) Resolved that Mrs Leech, Mrs Mowat and Mrs Roberts should form a working party again for the Switch On Ceremony but noted that Mrs Mowat would rather be replaced if there was anybody else and it was agreed that Margaret Smith of Iver Lane would be approached to help (perhaps with one of her friends). Resolved that the date for the ceremony would be Saturday 27<sup>th</sup> November and that the working party would have a budget of up to £3,000 (events budget) (c) how to choose a contractor for putting the lights up and taking down this year? This was not discussed and so will be put on the agenda for 8<sup>th</sup> September.
- (b) Registration of land with the Land Registry – the Clerk reported that Paul Coombe (appointed by the Council to undertake this work) has spent many hours sorting out all the paperwork and maps to go with the request to register all the pieces of land the Parish Council has traditionally thought to own or look after. The request will be submitted to the Land Registry on 24<sup>th</sup> June.

**12. Press Release:** resolved to draw the attention of the press to the fact that the Parish Council is bidding to manage Thorney Park.

Meeting closed at 10 pm.

**Next meeting 8<sup>th</sup> September 2010**

**Signed .....** (Chairman)

**Date .....**