

IVER PARISH COUNCIL

A meeting of the **POLICY FINANCE AND GENERAL PURPOSES COMMITTEE** was held on **WEDNESDAY 23rd NOVEMBER 2011**, commencing at 8pm at the **Committee Room**, Parish Council Offices, 63 Chequers Orchard, Iver SL0 9NJ

MINUTES

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

In Attendance:- Mrs Moffat (Clerk)

33. Apologies for absence were received from: Ms Bridgen.

34. Disclosure of interest in items on the agenda - Mr Oxley and Mrs Watkins declared an interest in Agenda Item 45 being members of Iver Village Hall Committee and Mr Woolley declared an interest in Agenda item 45 being a member of the Iver Heath Village Hall committee.

35. Resolved to sign the Minutes of the meeting held on 7th September, 2011.

36. Resolved to agree the Minutes of:-

(a) HR sub-committee on 13th October and 18th November, 2011

(b) Youth Steering sub-committee on 20th October and 14th November 2011

37. Resolved to appoint Mrs Vigor-Hedderly on to the HR and Youth Steering Sub-Committees.

38. Clerk's Report – (i) Assistant Groundsman vacancy has now been filled, (ii) New pavilion-At the last meeting it was agreed to change the 10 ft to a 20ft container. This has now been done through the Broadway Construction Company at an additional cost of £1700. This cost has been met out of the contingency fees and the Project Managers will try their utmost to ensure there is no overspend on this (iii) SBDC is seeking an 'Expression of Interest' for a parcel of land offered for freehold sale located at the end of Oak Side Drive, Iver, adjacent to numbers 8 and 25. The property has been valued in the region of £10,000 (iv) the Clerk's suggestion to close the parish council office over the Christmas period (from 26th December to 2nd January) was agreed. Staff will use their annual leave entitlement.

39. Finance

(a) **Budget Monitoring** – Reviewed 2011/12 budgets to 17th November, 2011 and the financial summary.

(b) **Resolved to note the Internal Auditor's half yearly report** as appended with the agenda. The appropriate action has been taken:- (i) The Clerk ensures all the expense forms are completed in full and will sign each claim to provide reassurance that payment can be made and (ii) To make councillors aware that the Council undertakes an annual risk assessment and the links with the asset register and insurance cover. This is reviewed at the PF & GP Meeting each November.

(c) **Resolved** to approve the updated **Risk Management Policy and Risk Assessment** as appended. Under Section 3, 3A (Risk Identification), sub-section (d), it was agreed that Mrs Leech is delegated by the PF & GP Committee to check the Inland Revenue calculations on a random basis.

40. Budget Setting 2012-2013- Resolved to recommend to Council the budget as appended which includes earmarking reserves for capital equipment (tractor and vehicles) and moving £13,757 to street lighting budget for LED lighting.

41. Precept- Resolved to recommend to the next full Council meeting a precept for 2012/13 of £373,076 which is a 0% increase.

42. Resolved to change the Service Agreement for the High Street Pillar clock to the lowest quote which is £160p.a.

43. Resolved to recommend to the next full Council meeting improvements to the Parish Council's Computer system and Software (please see information attached to the agenda) as follows:- (i) To change the finance software and support from Edge to RBS Ltd and to purchase the package outright rather than an annual lease and (ii) To change the IT system, maintenance and support from hosted with Edge to in-house with Synergy, emails being web hosted.

If minded to approve it is recommended that this change commences by no later than the end of January 2012 in view of the complexity of the process and the end dates of the lease with the present Software Company. It was agreed that this will be funded out of this year's budget from the Administration (code

1005) which may result in some overspend at the end of year. It is expected that the above changes will result in improved financial reporting and cost savings from the next financial year onwards.

44. Section 137 Grants

- (a) **Resolved not** to approve a grant to Chiltern CAB.
- (b) **Resolved** to approve a grant of £10 to Tree News.
- (c) **Resolved not** to provide a grant to Buckinghamshire Age Concern (but would consider a charity providing care for the elderly on a level more local to Iver).
- (d) **Resolved not** to approve a grant to south Bucks & Chiltern Access Group.

45. Grants not S137 – Resolved to approve the following grants:-

- i. St Margarets Churchyard - £400
- ii. Iver Heath Village Hall - £400
- iii. Iver Village Hall - £400

46. Subscriptions - Resolved to approve the following subscriptions:-

- (a) Community Impact Bucks - £30.
- (b) Clerks & Councils Direct – to ask for only 6 copies to be sent to the Parish Council Office to be distributed and shared in order to reduce costs.

47. Application for Iver Recreation Ground to be accepted by Fields in Trust - No update available.

48. Training and Administration

- (a) Training – **Resolved** to agree the following training (i) Clerk – Cemetery Management, 6th March at Newport Pagnell (£95), 2012 and Practitioners Conference 17th & 18th February 2012 (£199)
 - (ii) Admin and Accounts assistant – Working with your Council 23rd May /27th June, Oxford, 2012 (£95 each).
 - (iii) Assistant Groundsman – Strimmer course when available. The Clerk will investigate a closer location for this training at Black Park.
- (b) **Youth work** – Report from the Youth Worker was noted. N.B. The youth work report can be found appended to the agenda.

49. Projects

- (a) **Christmas Lights** – Everything is going well for the Christmas Lights Ceremony on 26th November.
- (b) **Web site** – It was pointed out that the web site does not have a ‘response’ facility. Paul O’Hare, from Community Impact Bucks, suggested that the Parish Council will be able to use ‘Survey Monkey’ when the Village Appraisal carries out its survey. The Code of Recommended Practice for Local Authorities on Data Transparency will mean that expenditure over £500 is publicized on the web site. The practicalities of this will be considered at the next PF & GP meeting.

Press Release: Resolved not to draw any matters to the attention of the press.

Next meeting 25th January, 2012

Meeting closed at 10.10 pm

Signed (Chairman)

Date