

IVER PARISH COUNCIL

A meeting of the **POLICY FINANCE AND GENERAL PURPOSES COMMITTEE** was held on **WEDNESDAY 24th SEPTEMBER 2008**, commencing at 8 pm at the **Parish Council Offices 45b High Street, Iver, Bucks SL0 9ND.**

MINUTES

Present:- Mr Wilson (chaired the meeting), Mrs Watkins, Mr Adlam, Mr Oxley, Mrs Lidgate, Mrs Mowat, Mr Gidar, Mrs Vigor-Hedderly.

In Attendance:- Mrs Collins (Clerk), Rev Kate Wilson representing Iver Educational Trust

Rev Kate Wilson gave a report on the first year of work for the Detached and Outreach Youth Worker (Sally Tugwell). She said that she was impressed with Sally's innovative approach to the job and that she has the respect of the young people. She and Kate together have obtained grants totalling approximately £8,000 over the year and that some of this has come from the police whom Sally works closely with. Kate and Sally meet once a week for supervision. Kate would recommend that Sally be asked to continue once her 2 year contract ends in June 2009. Kate said that Iver Educational Trust would be happy also to continue with the arrangement. Kate felt that some backup was needed in terms of employed assistance for Sally because although Sally has many volunteers to help her it would be good for continuity in the future and for holiday/sickness cover to have someone being trained alongside Sally who could stand in for her when required. Kate said that she would seek funding to cover a new post for 3 years but that beyond that the Council would have to consider how the post would be funded. She said that the money that was in reserves from the inter regnum between Simon leaving and Sally taking on the post had paid for items such as the employer's National Insurance, mobile phone, travel expenses, contribution to the use of office space at St Peter's Centre and refreshments. However, that money had run out. Whenever grants are obtained for projects these costs are added in. There will be some gaps when these items are not funded by project grants in the future. She circulated a paper with Sally's salary details for last year and this year (appended to these minutes). She also recommended that Sally receive a further salary increase in 2009/2010 (her 3rd year of work) as she is near the bottom rung of the scales for youth workers. The Committee shared Kate's view of Sally's work and said that they were pleased that she wanted to continue in the post and they would be very happy to continue to support the work.

Part I

32. **Apologies for absence were received from:** Mr Lidgate and Mr Bradford
33. **Disclosure of interest in items on the agenda.** Mrs Watkins declared an interest in items 44 (councillor training) and 137(b) WRVS. Mrs Lidgate declared a non-pecuniary interest in item 58 (red diesel)
34. Resolved to sign the **Minutes** of the meeting held on 4th June 2008 (previously circulated)
35. **Clerk's Report.** (a) House to House collection licence for October in the whole District by Mr Newbury in aid of African Orphans. Noted.

FINANCE

36. Resolved to receive recent **bank statements** and reconciliations. These were signed by the chairman.
37. **Internal Audit** – noted the recommendations of the internal auditor.
 - Resolved to obtain costings for document scanning of old minutes initially.
 - Resolved to decide on allowing 2 members of staff to have a charge card when the new Cooperative Bank account is opened. Noted that the maintenance workers have fuel cards now to enable them to purchase fuel and repairs such as new tyres and exhausts without incurring personal expenditure.
 - Resolved to balance the accounts quarterly. Clerk to attend a course on the efficient use of the finance system once the office move has taken place.
 - Resolved to ask to clerk to initiate a tagging system and postcoding system for tools and equipment but not to go to the expense of barcoding items. Also to concentrate on those items over £100 in value only.
 - Resolved that the Clerk should take care over consistency of S137 payments.
 - Resolved to write off the £400 owed by Delaford Colts for last financial year because it appears the Council had overcharged for the mini soccer pitches when compared with other sites locally.
 - Noted that the new internal auditor will be attending the Council offices on the 8th October for the half yearly internal audit.
38. **Budget Monitoring** – a detailed review of the budget for 08/09 to 31st August 2008 was carried out and it was resolved to receive and accept it.

- 39. Resolved to approve a charge card for the Clerk on the new Cooperative Bank Account.** Each card charged at £2 per month. Resolved to approve a card for Angela Fisher. Resolved that the limit for the 2 cards together should be £1000 per month.
- 40. Resolved to close the higher interest account with Barclays and open a Public Sector Reserve Account with Cooperative Bank with the same money.** Resolved that the new current account should be maintained at £2,000 when the sweep from the Public Sector Reserve Account begins. The Clerk was also asked to find out the best rates of interest on savings of £50,000 from other banks and building societies and to agenda an item for full Council to assess the risk of keeping over £100,000 in the Bank of Ireland or whether this should be split into two smaller amounts in different banks to avoid risk of having all money in one organisation during the current financial climate.

SECTION 137 – resolved the following under S137 of the Local Government Act 1972

- a) NSPCC – request for donation. No grant approved.
- b) WRVS – request for donation. Resolved to grant £100
- c) Age Concern – request for donation. Resolved to grant £100
- d) Berks/Oxon/Bucks Air Ambulance – request for donation. Resolved to grant £100

TRAINING and ADMINISTRATION

- 41. Pension Scheme** – noted that Chris Sprules has joined the pension scheme. (a) Resolved to approve the setting of his contribution rate at 5.9%. (b) Resolved to approve the transfer of the Clerk's teacher pension into the Bucks Scheme should the clerk find it appropriate to do so at this stage – no cost to the Council.
- 42. Office move** – the police have gone out to tender for the internal works – information on costs will be presented to the Council when available. Noted.
- 43. Scanning of documents** – scanning of old minute books and accounts books so that they can be archived at the County Museum. 3 quotes available from £994.90 to £2,072. Prices per sheet for flat bed scanning range from 8p to 50p. It was resolved to ask the District Council who they use for scanning documents as it was felt that the quotes were high.
- 44. Training Course for Councillors** – Wendover £30 per delegate per session. Mrs Watkins would like to attend one session. Resolved that Mrs Watkins, Mr Gidar and Mrs Vigor-Hedderly should attend one session each at a cost of £90.
- 45. SLCC Regional One Day Conference** – this year will be held in Uckfield on 12th November. £45 for members or £115 for a group of 3. Resolved that approval would be granted for any councillor who wished to attend and that they should let the Clerk know. Resolved that the Clerk could attend.
- 46. Staff Handbook** – Resolved to adopt the handbook for staff circulated with the agenda and appended to these minutes.
- 47. Office Telephone at the Clerk's Home** – Resolved to remove this facility (which was for business continuity in the case of the office being unable to be used) because the staff now have mobile telephones.
- 48. NALC** – Place Matters Conference 20th and 21st November. Resolved that the chairman could attend on both days and overnight if he was available to do so. Maximum cost £352.50 including VAT.
- 49. VAT training** – Resolved to approve the attendance of the Clerk only at a cost of £95 at the Gatwick Worth Hotel on 2nd December.

POLICY

- 50. Youth Work** – Sally Tugwell – report was received verbally from Kate Wilson on behalf of Iver Educational Trust at the start of the meeting. Noted that Sally is getting married and will be away from October 10th to 24th. Noted that Bucks CC is prepared to enter into an agreement to provide mentoring for Sally on a regular basis (copy appended). Resolved to agree this arrangement at no cost. Resolved that youth work should continue at the end of Sally's contract in June 2009 and to renew the contract. Resolved that £21,827 would be granted to Iver Educational Trust to cover Sally's salary for 2008/2009 and that a total of £24,000 would be put into the draft budget for 2009/2010 so that any increased salary and incidental expenses could be covered in that financial year.
- 51. Land at rear of properties in Rostrevor Gardens** – solicitor and surveyor have now been instructed. Noted.
- 52. 107 High Street** – Resolved not to erect the no public right of way sign immediately in the light of information from the solicitor. Resolved to offer the residents a licence on the same terms as was originally offered to residents at 105 High Street.

- 53. Checks of showers for Legionnaires Disease** – resolved to use Chiltern Water to carry out an initial risk assessment of the pavilion at Iver Heath and the changing rooms at Iver.
- 54. Indemnifying Members from legal costs arising from defending an allegation in respect of breaching the Code of Conduct.** Parish Councils now have the power to indemnify members as mentioned. Resolved to ask the insurance company for a quote for doing so.
- 55. Consultation by NALC** regarding changes to the way the Standards Board deals with complaints. Resolved to respond saying that there is no choice over national or local dealing with complaints. The Council would be interested in indemnifying its members and that they do not feel sufficiently informed about the new determination regime and its processes.
- 56. Consultation by the Department for Transport on Equalities Impact Assessment for the development of Heathrow Airport.** www.dft.gov.uk/heathrowconsultation Response by 9th November. The clerk was asked to obtain a hard copy of the consultation and put together a response with the advice of Mr Oxley based upon the Council's response to the previous consultation.
- 57. Freedom of Information Act – new Model Publication Scheme.** Steps to be taken by Parish Councils – a) resolved to adopt the Model Publication Scheme (appended) b) Clerk to complete the Guide to Proactively Published Information for approval before the end of the year.
- 58. Use of Red Diesel** – NALC legal briefing note was noted. Prior to this legal briefing the Amenities Committee had resolved to continue with the use of red diesel. The Clerk is bringing this new legal briefing to the attention of the Council for it to consider whether this constitutes a reason to re-consider the earlier decision. Resolved that it was reason to reconsider the previous decision and to make a policy decision. Resolved to change to white diesel with immediate effect in the tractor but not to wash out the tanks and pipes because of the excessive costs involved. The implications of this are a cost to the Council of about £300 per year. Resolved that the maintenance team should obtain the diesel from Huntsmoor Park Farm because of the health and safety difficulties with reaching a garage in the tractor.
- 59. New Deal for Buckinghamshire** – noted the areas possible for devolved functions from the County and the District. Resolved not to take on any more functions at the present time but to consider taking on the making of dog control orders if the District Council decides not to make an Order which covers the whole District.

PROJECTS

- 60. Christmas Lights** – (a) noted fees to be charged by BLE for installation and approved them as the contractors for this year. Noted that a request has gone to SBDC for the customary grant. Noted that without the installation and without the event that the Christmas lights budget is overspent following the decision to purchase the LED lights outside the shops in the parish. Resolved to use the £3,000 events budget (not used for the carnival) to fund the rest of the Christmas lights programme. Resolved that Mrs Mowat would complete the Event Safety Guide for the District Council in order to comply with the regulations to obtain the grant.
- 61. Parish Plan** – Resolved to distribute the parish plan (via the web site with mention in the papers and parish magazines that it is available but initially to get key issues from a few by November for Councillors and staff to deliver about 20-25 to properties near them). Also agreed to give some out at the Pinewood Public meeting on 25th September. Resolved to use the freepost system for return of forms, as well as the internet and fax.

Next meeting 26th November 2008

Meeting Closed at 10.20 pm

Signed (Chairman)

Date