

## IVER PARISH COUNCIL

A meeting of the **POLICY FINANCE AND GENERAL PURPOSES COMMITTEE** was held on **WEDNESDAY 24<sup>th</sup> NOVEMBER 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 Leech, Mr Lidgate, Mrs Mowat.

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

- 23. Apologies for absence were received from:** Mrs Watkins, Mr Bradfor, Mr Gidar and Mrs Vigor-Hedderly
- 24. Disclosure of interest in items on the agenda.** Mrs Leech and Mr Oxley have a non-pecuniary interest in Iver Village Hall being members of the Village Hall Committee. Mr Wilson, Mr Lidgate and Mrs Mowat declared a non pecuniary interest in Iver Heath Village Hall being members of the Village Hall Committee.
- 25. Resolved** to sign the **Minutes** of the meeting held on 8<sup>th</sup> September 2010.
- 26. Received, noted and adopted the Minutes of the following sub committee meetings:**  
Human Resources 14<sup>th</sup> October 2010.
- 27. Clerk's Report** – the Clerk reported that (a) a request has been received for the subscription of £125 for SBALC payable by 31<sup>st</sup> December, 2010. It was **resolved** to pay this subscription; (b) to confirm that the Youth Workers term's of employment is continuous from IET , therefore holiday entitlement will also be continuous. This was confirmed; (c) A request from Mrs Leech to purchase a Christmas tree on behalf of the Council for the Christmas Tree Festival at St Peter's Church. It was **resolved** to spend up to £25.
- 28. FINANCE**
  - (a) Bank Statements** – **Resolved** to receive recent bank statements and the Chairman signed the reconciliations.
  - (b) Externally Audited Accounts 2009/2010** – The externally audited accounts for 2009/2010 were received at Council on 4<sup>th</sup> October 2010. It was noted that no comments were raised by the external auditor
  - (c) Internal Audit Report 2010/2011** – **Resolved** to receive the report appended and no action required (Appendix 1).
  - (d) Risk Management Policy and Risk Assessment** – **Resolved** to approve the document appended (Appendix 2).
  - (f) Budget Monitoring** – **Resolved** to monitor, review and approve figures to 17<sup>th</sup> November 2010/11. (Appendix 3).
- 29. Budget Setting 2010/2011** – The draft budget was considered and reduction of expenditure was proposed as shown in Appendix 3. It was also proposed to raise the income of allotment rentals by increasing the rent from £20 to £25 per full size allotment. A final decision on budget setting will be made after further information has been received regarding the bids for funding for (i) youth work at the LAF meeting on 8<sup>th</sup> December and (ii) new pavilion at the meeting with the FA on 29<sup>th</sup> November. Hence an additional meeting has been set for the 15<sup>th</sup> December to finalise the budget for 2011/12. (Appendix 3).
- 30. Precept** – **Resolved** to defer the agreement of the precept to the extra meeting of the Policy, Finance & General Purposes Committee at 7.30p.m. on 15<sup>th</sup> December, 2010 (prior to the Amenities meeting).
- 31. Grants for consideration:-**
  - a. Iver Village Hall annual grant of £400 –agreed.
  - b. Iver Heath Village Hall annual grant of £400 –agreed.
  - c. St Margaret's Churchyard annual grant of £400 – agreed.
- 32. Section 137 Grants – approval required under S137 of the Local Government Act**
  - a. Age Concern – request for a donation refused.
  - b. Iver Toddler Group – request for £75 granted.

### 33. TRAINING AND ADMINISTRATION

- a. To note the Clerk has requested that the youth worker provides risk assessments for all her work - On going.
- b. **Resolved** for Sally Vigurs to attend an Emergency and First Aid training course at Green Park, Aston Clinton – Cost of Course £20 and travel expenses.
- c. Two Youth Work volunteers to attend a Food Safety and Handling Course at Sefton Park, Stoke Poges at a cost of £20 per person. Not resolved as volunteers unable to attend.
- d. **Resolved** for the Accounts Assistant to receive telephone training by Advantedge at a cost of £55 per hour, maximum of 3 hours if required.
- e. **Resolved** for the Clerk and the Highways Assistant to attend a First Aid training course.
- f. **Resolved** for the Highways Worker to attend training courses in use of chemicals and chain saw.

### 34. POLICY

- (a) **Youth Work** – Report from the Youth Worker (Appendix 4). Noted and pleased with the detailed report. The Youth Worker has requested to open up the Youth Club at Iver Heath Pavilion on Thursday evenings as well as Tuesdays in order to accommodate different age groups. **Resolved** to agree the opening of the youth club on Thursday evenings.
- (b) **Resolved** to agree 2 minor amendments to the Outreach Youth Worker Agreement – (i) at the end of the first paragraph in Appendix A to include ‘The Parish Council will ensure the Youth Worker has access to a child protection officer (at present Rev. G Howard is able to carry out these duties).’ and (ii) Appendix B (3) to remove item (c) as a key performance indicator i.e. ‘Reduction in levels of pre-agreed categories of recorded crime’. (Appendix 8).
- (c) **Resolved** to delegate authority to the Clerk to spend up to £200 per month if necessary for materials and equipment for youth work within the agreed budget.
- (d) **Resolved not** to reimburse IET for the Youth Worker’s mileage expenses from April 2009 to July 2010 as such expenses were covered in the Service Agreement with IET.
- (e) **Resolved** to accept the Detached Youth Work Policy ( Appendix 5).
- (f) **Resolved** to accept the Memorandum of Understanding to support a PCSO for the next 2 years. The MoU is the same as the previous one and the cost has remained the same as 2010/11 for 2011/12 (Appendix 6).
- (g) **Resolved to renew the Service Level** agreement between Iver Parish Council and St Peter’s PCC re St Peter’s Old and New Churchyards but to exclude the last paragraph regarding the possibility of finding space for the scattering of ashes. (Appendix 7).
- (h) **Thorney Park – Resolved** to register an interest in the purchase of this land which is owned by Bucks CC.
- (i) **Rostrevor Gardens - Resolved** to undertake legal proceedings as the owner of the property fails to move the fence.
- (j) **Iver Environment Centre** – Ian Long has agreed to attend the Council meeting in January to give a presentation on Iver Environment Centre.
- (k) **Standing Orders and Financial Regulations** – to note that the retiring clerk has left the update for the new clerk and this work is on going.
- (l) **105 and 107 High Street – Resolved** to agree a 10 year licence for 107 High Street and that notice should not be given within the first three years following the date of the licence bearing in mind the Parish Council does have the right to terminate at any time on a 6 months notice or immediately in the event of a breach of obligations.

### 35. PROJECTS

**a. Registration of land with the Land Registry** – All the land has now been registered except the mud wharves as unable to provide proof of evidence of ownership. Therefore Clisby Bridge and Ford Lane each have a Caution Notice against First Registration placed on them but Thorney Weir is already registered by someone. The Surveyor has requested an additional £150 to carry out the work against First Registration and this was agreed.

**36. Press Release:** Resolved that there was nothing to draw to the attention of the press.

Meeting closed at 9.50 pm

**Next meeting: 7.30 p.m. 15<sup>th</sup> December 2010 (budget setting only) and 8p.m. 26<sup>th</sup> January 2011**

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

**Date** .....