

Medstead Parish Council

Minutes of a meeting of the **Finance and General Purposes Committee** held on
24th February 2016 at 7.30pm at Medstead Village Hall.

Present:

Councillor Deborah Jackson
Councillor Roy Pullen
Councillor Ken Kercher
Councillor Peter Fenwick

Also present: Peter Baston, Clerk to the Council.

16.01 OPEN SESSION

None

16.02 APOLOGIES

All Councillors were present.

16.03 DECLARATIONS OF INTEREST

There were no declarations of interest.

Action

16.04 MINUTES

- a) The minutes of the meeting held on 28th October 2015 were **agreed and signed** by the Chairman as a correct record.
- b) Minute ref 15.23(b). Cllr Kercher queried whether the kissing gates were on the current fixed asset register and the Clerk confirmed that they were shown.

16.05 AUTO ENROLMENT OF CLERK'S PENSION

Cllr Fenwick commented that following a meeting he had attended that the option of enrolling through HCC was expensive and that a cheaper alternative had been sourced by other Parishes. The Clerk provided background on one such supplier National Employment Savings Trust (NEST). After discussion, it was agreed that Medstead be auto enrolled by the Clerk by the Staging Date being 1st November 2016.

Clerk

16.06 EXTERNAL AUDIT FOR SMALLER AUTHORITIES

It had previously been agreed that Medstead Parish Council would opt in and therefore no further action is required.

16.07 TRANSPARENCY FUND

The Clerk was asked to contact the Programme manager for the Transparency Fund requesting any likely future payments dates for 2016/17 from this Fund – see also 16.10 below.

Clerk

16.08 MEDSTEAD CONTRACT PHONE v PAY AS YOU GO

The Clerk highlighted the high cost of the current Pay as You Go phone and the financial savings which could be made if a contract was taken out. Committee gave the go ahead for the Clerk to enter into a contract through Vodafone for a two year contract which will allow better control over the budget.

Clerk

16.09 MEDSTEAD CLERK LEAVE CONVERSION

It was agreed that the Clerk's annual leave allowance of 15 pro rata days as shown in the contract of employment to be converted into hours (112 hours).

16.10 MEDSTEAD WEBSITE

Due to pressure of work, the current arrangements for updating / loading data on to Medstead Parish Council web site could not continue and a new provider of this service needed to be sourced. It was agreed that Cllr Jackson would ask the current provider to see what options are available to providing a new source for this service.

Cllr Jackson

With possible funding being sourced through the Transparency Fund (see 16.07 above), it was felt that the web site needed a re-vamp and the Committee asked the Clerk to contact all other Councillors to get their views as to what they would like to see on the web site and would be discussed at the next Full Council meeting.

Full Council

At the conclusion of the items on the agenda the meeting was closed at 8.15pm.

Signed.....Chairman

Date.....