

# Medstead Parish Council

Minutes of a meeting of the **Finance and General Purposes Committee** held on  
**24<sup>th</sup> August 2016** at 7.30pm at Medstead Village Hall.

**Present:**

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

**Also present:** Councillor Stan Whitcher & Peter Baston, Clerk to the Council.

**Action**

## 16.33 OPEN SESSION

Cllr Fenwick raised the issue over possible devolved responsibility of certain functions (e.g. verge grass cutting) to the Parish Council once devolution becomes a reality. It was agreed that closer relationships should be built with neighbouring parishes to ensure economies of scale are attained in possible contracts and a meeting with the two chairs and clerks of Four Marks & Medstead would be set up.

**Clerk**

## 16.34 APOLOGIES

None.

## 16.35 DECLARATIONS OF INTEREST

There were no declarations of interest.

## 16.36 MINUTES

- a) The minutes of the meeting held on 22<sup>nd</sup> June 2016 **were agreed** by Cllr Kercher and seconded by Cllr Fenwick and signed by the Chairman as a correct record.
- b) The issue of retaining documents securely was raised and the Clerk reported that whilst a safe could be procured, possibly in conjunction with Four Marks PC, it was thought that the Parish Office floor may not be strong enough to support such a safe and the Clerk was instead asked to contact the Village Hall to see whether there is a possibility for a safe being held there. Also, it was considered sensible if the Clerk contacted a company to get the cemetery documents scanned and the Clerk was asked to take this forward.
- c) Item 16.31 from the previous meeting was an outstanding action.

**Clerk**

**Cllr Jackson**

## 16.37 MEDSTEAD PARISH COUNCIL GRANTS POLICY

Subject to a few minor changes to be updated by the Clerk, this was agreed.

**Clerk**

## 16.38 MEDSTEAD PARISH COUNCIL FIXED ASSETS

- a) It was agreed that the de minimis level for fixed assets would be £200 to match the current excess on the insurance policy. Anything under that level whilst remaining on the FA register would have nil value.
- b) The Clerk has re-cast the insurance listing following recent acquisitions and would be submitting this to Came & Co. It was not expected that an additional premium would need to be paid prior to insurance renewal.

**Clerk**

**Clerk**

#### **16.39 MEDSTEAD PARISH COUNCIL CHILD PROTECTION (SAFEGUARDING) POLICY**

- a) A draft policy had been sent to Committee members for consideration prior to the meeting. It was thought however that additional details required and the Chair provided a sample of another Council. Both were reviewed and along with the Parish Plan Committee's safeguarding policy which Cllr Fenwick would circulate, the Clerk was asked to re draft and submit to the Committee for further consideration at the next meeting. **Clerk**
- b) The Committee also discussed whether the Clerk ought to be DBS checked given his role in playground inspections and the Clerk was asked to make enquiries with HALC as to whether this was sensible. **Clerk**

#### **16.40 MEDSTEAD CEMETERY**

Cllr Fenwick raised the capacity of the cemetery in future years as it was estimated that around 9 years of capacity remained for new graves and consideration should be given to securing an additional parcel of land adjacent to the existing Cemetery. The Clerk was asked to write to the adjoining land owners to ascertain as to whether this would be a possibility. **Clerk**

#### **16.41 MEDSTEAD PARISH COUNCIL WEBSITE**

Cllr Jackson confirmed that the new e mail addresses as shown on the new web site appear to be working but the Clerk was asked to undertake the final check to see that this was the case. **Clerk**

#### **16.42. RURAL COMMUNITY ENERGY FUND (RCEF)**

Following discussion, it was agreed that the Clerk contact RCEF to see whether they would like to make presentation to the next meeting of the F&GP and if so, invitations would be sent to community groups in Medstead. **Clerk**

#### **16.43 REVIEW OF CHARGES FOR PARISH AMENITIES**

A nil return would be sent as this does not apply to Medstead PC **Clerk**

#### **16.44 COMMUNITY ENGAGEMENT- POND LAUNCH**

It was agreed that all of the receipts, totalling £159.85, held by Cllr Pullen in relation to the Pond launch would be covered from the Community Engagement budget. The receipts would be passed to the Clerk to arrange reimbursement. **Cllr Pullen / Clerk**

At the conclusion of the items on the agenda the meeting was closed at 8.35pm.

Signed.....Chairman

Date.....