

Medstead Parish Council

Minutes of a meeting of the **Finance and General Purposes Committee** held on
25th February 2015 at 8.00pm at Medstead Village Hall.

Present:

Councillor D Jackson
Councillor R Pullen
Councillor K Kercher
Councillor P Fenwick

Also present: Katie Knowles, Clerk to the Council.

14.25 OPEN SESSION

The Chairman asked the committee members their view on a proposal not to organise a speaker at the Annual Parish Meeting in April and instead provide wine and nibbles for parishioners as an incentive to attend. The proposal was supported by all.

14.26 APOLOGIES

All Councillors were present.

14.27 DECLARATIONS OF INTEREST

Councillor Kercher declared a pecuniary interest in the 7 (minute reference 14.31) as he is Treasurer of the Sports Club.

14.28 MINUTES

- a) The minutes of the meeting held on 22nd October 2014 **were agreed** and **signed** by the Chairman as a correct record.
- b) There were no matters arising from the minutes.

14.29 MEDSTEAD CEMETERY FEES & POLICY

- a) Members considered the introduction of fees for the transfer of Burial Rights which are being undertaken by the Clerk. The Clerk explained that there are a number of forms that may need to be completed, depending on the circumstances of the transfer. The forms set out below include the fees agreed by the Committee :

Form	Used For	Fee (agreed by the Committee)
A form of Assignment	Used by a living owner to transfer or change the ownership.	£25.00
A form of Assent	Used to transfer the ownership from an executor or administrator after the ownership has been transferred into their name by production of Probate or Letters of Administration	£25.00
A form of Renunciation	May be used with a Statutory Declaration when a grave is being claimed by more than one person i.e. the deceased may have three children as next of kin, and one or more of those	£25.00

	children wishes to give up their Rights to the ownership.	
Statutory Declaration	Used to transfer ownership from a deceased owner when no official documents have been issued. Declarations can either be based on a Will that did not go to probate, claiming ownership by the executor or by the Next of Kin if the deceased left no Will.	£40.00

- b) Members considered the Council's legal position in respect of the Health and Safety of Memorials at Medstead Cemetery. It was **RESOLVED** that the Council should aim to commence a memorial inspection programme during 2015/16 and that the first action would be to develop a policy setting out the Council's approach.

14.30 F&GP FORWARD PLAN 2015

Members received a draft forward plan for 2015-16 setting out a work programme for the Committee. A number of amendments were agreed. The revised plan is **attached herewith**.

14.31 SPORTS CLUB – PAVILION RENT REVIEW

Councillor Kercher left the meeting prior to the discussion on this item and did not return.

Members considered a draft amendment to Clause 18 of the agreement between the Council and Medstead Sports Club that had been prepared by the Club. Members were concerned that the draft agreement that applies the RPI rate in four year intervals (after 2015) as a means to increase the rent, was at the expense of the review of the rent in four year intervals. It was agreed that this Council could not tie the hands of the Council in the future to review the rent in light of relevant issues of that time. It was therefore agreed to amend the draft prepared by the Club in order to simplify the terms, whilst retaining the provision of the rent review every four years. The revised document is **attached herewith**.

The meeting was closed at 9.10pm.

Signed.....Chairman

Date.....

Finance and General Purposes Committee – Forward Plan 2015-16

Task	Detail	Review Date	Full Council Ratification
Transfer of Burial Rights and	To set fees for the transfer of Burial Rights and	25 Feb 2015	17 March 2015
Memorial Health & Safety	To develop a Council policy and agree an inspection regime.	25 Feb 2015	15 th September 2015
End of year accounts	To receive the end of year accounts & internal audit report prior to Council ratification.	29 April 2015	19 May 2015
Cemetery Procedures / Contingency Planning Procedure	To develop a cemetery procedure.	17 June 2015	15 th September 2015
Review the investment opportunities for the Wake Trust capital fund.	Recommendation of Interim Internal Audit Report 2014. Continue to review investment opportunities.	17 June	15 th September 2015
Council Grants	To develop a Grants Policy	17 June 2015	21 July 2015
Review of the Council's charges	<ul style="list-style-type: none"> • Medstead Cemetery • Village Green • Other 		
Review the Councils Asset Register.	Annual review	21 October 2015	17 November 2015
Review the Councils Risk Assessment & Internal Financial Controls.	Annual review	21 October 2015	17 November 2015
Prepare a draft budget for 2016/17.	To include the review of earmarked reserves, and the management of the level of	21 October 2015	17 November 2015

Task	Detail	Review Date	Full Council Ratification
	general (unallocated) reserves.		

Scheduled F&GP Meeting Dates

25th February, 29th April, 17th June, 26th August, 21st October and 16th December 2015.

