

Medstead Parish Council

Minutes of a meeting of the **Finance and General Purposes Committee** held on
27th April 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.

16.11 OPEN SESSION

- a. Cllr Fenwick requested that the Clerk send agenda items to all Councillors to facilitate the placement on to the Village notice boards.
- b. Cllr Fenwick updated the Committee on the latest position regarding the communication with Medstead Convent and the Neighbourhood Plan.

16.12 APOLOGIES

All Councillors were present.

16.13 DECLARATIONS OF INTEREST

There were no declarations of interest.

Action

16.14 MINUTES

- a) The minutes of the meeting held on 24th February 2016 were **agreed and signed** by the Chairman as a correct record.
- b) No actions arising

16.15 VILLAGE GREEN / CEMETERY FOOTPATH BUDGET

- a. The Committee reviewed the current 2016/17 Parish Council budget which the Clerk had adjusted and provided prior to the meeting. Following a further re-cast of certain entries, this would allow the work on the various footpaths and Cemetery to go ahead within budget. The Clerk would update the budget and would be forwarded on to the Full Council for approval along with the recommendation that the quotation of £11,730 by Authorn be approved.
- b. Cllr Pullen would provide the Clerk with the latest spend and expected outturn for the Pond restoration.

Clerk

Cllr Pullen

16.16 FINANCIAL INFORMATION FOR COUNCILLORS

- a. Cllr Fenwick circulated an abridged draft report which was felt would benefit Councillors for future financial reports at Full Council and the Clerk would adopt this format in future.
- b. The Clerk reported the requirement under transparency rules to place certain documentation on to the Parish web site between the period 3rd June to 14th July 2016. The Clerk would provide Cllr Jackson with the detail to be loaded who would arrange for this to be carried out.

Clerk

Clerk

16.17 SMALL GRANTS SCHEME

This was considered by Committee but at this stage no action would be taken forward but would be kept under review.

16.18 CONTRACT / PROCUREMENT TRAINING FEEDBACK

The Clerk highlighted the details of a recent course he had attended and the opportunity to utilise the ESPO framework agreement for future larger purchase. A requirement to amend the standing order on procurement for the Council should be undertaken which the Clerk would take forward.

Clerk

16.19 MEDSTEAD WEBSITE

A quotation from Mr Howard-Jones of between £2,380 & £3,080 had been received for the Parish web site building plus a subsequent monthly maintenance provision of £120 per month. An alternative and simpler option was considered where the Council would use the Hugofox platform at no cost and apart from a small amount of advertising, would allow the Parish to control and maintain the site at no cost. It was recommended that this be approved by Full council.

**Clerk /
Full Council**

The Clerk would write to Mr Howard-Jones.

Clerk

For the Hugofox platform, it was agreed that professional photography be sourced and the Clerk would approach Alton Camera Club to see whether they would be able to assist.

Clerk

16.20 DISTRICT COUNCILLOR GRANTS

This opportunity was noted by Councillors. No action at present.

16.21 MEDSTEAD PARISH CONCILLOR FINANCIAL REGULATIONS

The Clerk would review and update the Regulations and provide to Committee prior to approving by Full Council.

Clerk

At the conclusion of the items on the agenda the meeting was closed at 9.00pm.

Signed.....Chairman

Date.....