

# Medstead Parish Council

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

**Present:**

Councillor Deborah Jackson  
Councillor Roy Pullen  
Councillor Ken Kercher

**Also present:** Peter Baston, Clerk to the Council.

**Action**

**16.22 OPEN SESSION**

- a. Cllr Jackson raised the point that the chair of the Maintenance Committee had not been agreed and this would be undertaken at Full Council on 13<sup>th</sup> July 2016.
- b. Cllr Pullen asked for a letter of thanks to be sent to the Neighbourhood Plan Steering Group. A draft had been undertaken prior to the meeting and Cllr Jackson will amend and circulate for agreement. All the papers are now stored at the Parish Office.

**Full Council**

**Cllr Jackson**

**16.23 APOLOGIES**

Councillor Peter Fenwick.

**16.24 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**16.25 MINUTES**

- a) The minutes of the meeting held on 27<sup>th</sup> April 2016 were **agreed and signed** by the Chairman as a correct record.
- b) The Clerk raised the point that under the transparency rules, certain documentation has to be displayed on the Parish web site and requested that Cllr Jackson arrange for this to be undertaken.

**Cllr Jackson**

**16.26 MEDSTEAD PARISH COUNCIL INTERNAL AUDIT REPORT (2015/16)**

The Internal Audit report had been received from Auditing Solutions and the Clerk outlined the issues raised and the Committee agreed the response to be submitted back to the auditor.

**Clerk**

**16.27 MEDSTEAD PARISH COUNCIL FINANCIAL REGULATIONS**

The Clerk had updated the current Financial Regulations to reflect the need to use "Contracts Finder" when undertaking procurement activity. It was agreed that the revisions be adopted and would be presented to Full Council at the next meeting.

**Clerk / Full Council**

**16.28 MEDSTEAD PARISH COUNCIL COMPLAINTS PROCEDURE**

The current Complaints Handling procedure was reviewed and it was felt that whilst it covered all the salient points, it would be clearer if it was re drafted to follow the procedures which have been adopted by Headley Parish Council. The Clerk would contact Headley PC, would adapt to suit Medstead and seek Full council approval.

**Clerk / Full Council**

**16.29 MEDSTEAD VILLAGE GREEN HIRE CHARGES**

The existing Green hire charges as shown on the parish web site were reviewed and it was agreed that the rates would be removed and instead, if the Green is to be requested as a venue for a function then all information would be obtained from the Parish clerk with the relevant form being completed. The form would also be updated to reference damage to the Green.

**Clerk**

**16.30 MEDSTEAD PARISH CLERK 2016 PAY AWARD**

This was agreed with the arrears being backdated to April 2016 in line with the information received from HALC.

**16.31 MEDSTEAD PARISH CLERK 6 MONTH REVIEW**

The performance of the Clerk was discussed and it was agreed that the position be formally confirmed. Cllr Jackson would write to the Clerk to confirm.

**Cllr Jackson**

The Clerk raised the issue over Cemetery records being unique documents which ought to be stored in a safer environment and the procurement of a safe for the Parish office was discussed, possibly to share with Four Marks PC. The Clerk would speak with Four Marks Clerk and source costings

**Clerk**

**16.32 MEDSTEAD WEBSITE UPDATE**

The Clerk provided an update on the Medstead web site. It was reported that a new domain name was required as the new domain provided by Hugofox was long and unwieldy. The Clerk would source a new domain and seek Council approval to procure before the cut off of the old web page through Hampshire.org. Cllr Jackson gave an update on the provision of "Gmail" e mail addresses for all councillors and will arrange for these to be created.

**Clerk / Cllr  
Jackson**

At the conclusion of the items on the agenda the meeting was closed at 8.45pm.

Signed.....Chairman

Date.....