



New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP
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Minutes of the meeting of the New Alresford Town Council held at Alresford Recreation Centre, The Avenue, Alresford, SO24 9EP, on Tuesday 18 June 2019 commencing at 7.30pm

Name	Present	Apologies	Absent
Cllr Divall (Chair)	✓		
Cllr Sprott (Vice-Chair)		✓	
Cllr Gordon-Smith	✓		
Cllr Bean	✓		
Cllr Byrne	✓		
Cllr Cavell		✓	
Cllr Evans	✓		
Cllr Griffiths	✓		
Cllr Holmes	✓		
Cllr Jeffs		✓	
Cllr Witchard		✓	

ALSO PRESENT: Marcia Phillibert – Town Clerk, Sarah Johnson – Deputy Clerk, Liz Jenkinson – Clerks Assistant

The Chair welcomed all present to the meeting.

19/083 TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE.

Apologies received from Councillors Witchard, Jeffs, Cavell and Sprott.
All apologies accepted.

19/084 TO RECEIVE DECLARATIONS OF DISCLOSABLE PECUNIARY AND NON-PECUNIARY INTERESTS ON ITEMS ON THE AGENDA.

Chair Divall – Non-Pecuniary – Town Trust – Agenda item 19/093

19/085 TO APPROVE DISPENSATIONS FOR DISCLOSABLE PECUNIARY INTERESTS UNDER SECTION 33 OF THE LOCALISM ACT 2011.

The Clerk advised nothing received for this meeting.

19/086 PUBLIC PARTICIPATION FOR FIFTEEN MINUTES TO ALLOW MEMBERS OF THE PUBLIC PRESENT TO RAISE QUESTIONS TO ASK QUESTIONS OF, AND MAKE COMMENTS, REGARDING THE TOWN COUNCIL. QUESTIONS NOT ANSWERED AT THIS MEETING WILL BE ANSWERED IN WRITING TO THE PERSON ASKING THE QUESTION OR MAY APPEAR AS AN AGENDA ITEM FOR THE NEXT MEETING. EACH PERSON WISHING TO SPEAK WILL BE ALLOWED A MAXIMUM OF THREE MINUTES.

(Public Bodies (Admission to Meetings) Act 1960, Section 1)

A member of the public commented that the Finance Committee minutes were not on the agenda and that as a delegated committee, was the Town Council satisfied that the decisions made were carried out?

A member of the public stated that The Lord Lieutenant of Hampshire would be visiting the Museum in Broad Street and the Town Trust would be issuing a press release.

Another member of the public stated he was interested in how the council worked.

19/087 (i) City Councillors Report

Councillors Griffiths declared that she is the Community Support Advisor in respect of Boomtown.

(ii) County Councillors Report

Councillor Porter sent apologies; however, an update was provided in respect of West Street project to try and progress with Hampshire County Council.

19/088 TO RECEIVE AND APPROVE MINUTES AND RECOMMENDATIONS OF THE ANNUAL MEETING OF THE COUNCIL MEETING HELD ON 20 MAY 2019 (CIRCULATED)

(LGA 1972 Sch 12 para 41(1))

A proposal was received, seconded and voted in favour of accepting the minutes as a true and accurate record of the meeting on 20 May 2019.

RESOLVED: That the minutes of the meeting held on 20 May 2019 be accepted and approved as a true and accurate record.

19/089 TO RECEIVE AND APPROVE SECTION 1 AND SECTION 2 OF THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN.

Section 1 was read to the Council by the Clerk. The figures in the Section 2 were entered by the Internal Auditor taken from the year end accounts as of 31 March 2019 and the current asset register.

A proposal was received, seconded and voted in favour of approving Section 1 and Section 2 of the annual governance and accountability return.

RESOLVED: That Section 1 and Section 2 of the Annual Governance and Accountability Return be approved.

19/090 TO RECEIVE AND APPROVE DETAILED BALANCE SHEET, BANK RECONCILIATION, BANK STATEMENTS AND INCOME AND EXPENDITURE REPORT AS AT 30 APRIL AND 31 MAY 2019

(Internal Audit Accounts & Audit Regulations 2003 Reg 2)

Ledger	Balance
Balance Sheet (Asset – Liabilities)	390,131
Income - Expenditure YTD	103,504
Current Account	310,970.22
32 Day Notice	100,831.09

A proposal was received, seconded and voted in favour of accepting the Detailed Balance Sheet, Bank Reconciliation, Bank Statements and Income and Expenditure Report as at 30 April and 31 May 2019.

RESOLVED: That the Detailed balance sheet, Bank reconciliation, Bank statements and Income and Expenditure report as at 30 April and 31 May 2019 be accepted and approved.

19/091 TO RECEIVE AND APPROVE PAYMENTS UP TO 12 JUNE 2019

Receive and review of Purchase ledger payments to the net value of £18,044.37 and £2,885.57

Receive and review schedule of payments up to 31 May 2019 to the value of £9,610.68
A proposal was received, seconded and voted in favour of accepting and approving the purchase ledger and schedule of payments up to 12 June 2019.

RESOLVED: That the purchase ledger and schedule of payments up to 12 June 2019 be accepted and approved.

19/092 CHAIRS ANNOUNCEMENTS

Town Council shared with the new Council the current status of the finances and legacy issues to consider. There is a debt of £294k to be repaid which concerns the building and land including running cost. The loans amount to approx. 10% and running cost approx. 9% of the precept. For all to consider how the current council wishes to leave its legacy to the next Council.

Finance Committee There is a good level of reserves created by the previous Council and this Council needs to consider how it wishes to spend part or all of the funds. Forecasts will have to be prepared by all committees for Finance to consider.

Economy and Tourism Invite Winchester Information Centre to New Alresford to share the benefits of the Town and promote tourism

Planning Longbarn planning application postponed as Winchester deferred the decision pending further information.

Recreation and Environment Discussed environmental initiatives and additional cycle stands in the Town. The ball catching nets were approved subject to Risk assessment at Arlebury Park.

Office Procedures No councillors are allowed in the office unless they wish to pick up or drop off documents max time 5 minutes. All appointments to be scheduled via the clerk as no meeting to be held in the office. Only the Council Chair is allowed in the office without an appointment. Committee Chairs can access the office shortly prior to Committee meetings to assist with the setting up of the meeting.

19/093 TO RECEIVE AND APPROVE GRANTS POLICY

Draft Grants Policy reviewed, and amendments made.

A proposal was received, seconded and voted in favour of accepting the Policy subject to amendments as discussed.

RESOLVED: That the Grants Policy be accepted subject to amendments.

19/094 REPORTS AND ISSUES - FOR INFORMATION ONLY

- (i) Rugby Car Boot Sale – Arlebury Car park**
July 21st the Rugby Club will be hosting a Car boot sale at Arlebury Car Park
- (ii) Clean Air Day - 20 June 2019**
Photo opportunity will be outside the Office 9.00am
- (iii) Alresford Music Festival/Reusable Cups**

The reusable cups were a great success and generated significantly less rubbish.

(iv) The Forum - Green Tip

There will be a Green Tip going forward and councillors to submit suggestions by the first of the month

(v) Authority to publish on New Alresford Town Council website

Authority is required from other groups if they wish to publicise their event on the council website

(vi) Hampshire County Council - The new Dragon Patcher is named 'Elliot'

Noted

(vii) New Alresford Town Council will be hosting Hampshire Branch of SLCC on 20 June 2019

Noted

(viii) Parish in Bloom judging day is 24 June 2019

Noted

(ix) Printer cartridge recycled supporting Hampshire and Isle of Wight Air Ambulance

For use by office and councillors. The office is making a concerted effort to reduce the quantity used.

19/095 THE TOWN COUNCIL MAY EXERCISE THEIR RIGHT TO EXCLUDE THE PUBLIC AND PRESS BY RESOLUTION FROM A CLOSED MEETING DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS ABOUT TO BE TRANSACTED.

(Public Bodies (Admission to Meetings) Act 1960 section 1(2))

A proposal was received, seconded and voted in favour of excluding the public.

RESOLVED: That members of the public are excluded.

19/096 TO RECEIVE AND APPROVE MINUTES AND RECOMMENDATIONS OF THE STAFFING COMMITTEE MEETING HELD ON 17 APRIL 2019 (Circulated)

(LGA 1972 Sch 12 para 41(1))

The Chair of the Staffing Committee highlighted the Resolutions.

S19/015 RESOLVED: That the two references for Liz Jenkinson be accepted.

S19/016 RESOLVED: That the contract of employment subject to amendments be accepted for all members of staff

S19/017 RESOLVED: That all employees be on a National Joint Council for Local Government Services pay scale.

RESOLVED: That £500.00 be awarded to a member of staff

RESOLVED: That employer pension contributions increase to 10% providing the employee contribution increases to 6%. If both parties are not in agreement the current National Employment Savings Trust (NEST) pension rates apply.

S19/018 RESOLVED: That a trial staff appraisal including an interim appraisal process is implemented. Two members of staff are due for appraisals.

Once conducted the Town Clerk will report back on them at the next Staffing Committee.

RESOLVED: That the Town Clerk performance objectives are:-

1. Proactively monitor the budget and implement processes for effective financial management.
2. To ensure publicly available information is on the website and make it the go to portal.
3. Refine office procedures to ensure Town Council information is easily retrievable thereby increasing efficiency.
4. Implementation of staff appraisal process to develop and support staff.
5. To implement templates to streamline Town Council processes to increase efficiencies.

RESOLVED: That staff appraisal performance gradings will be

- Underperforming in current role
- Performing in current role
- Developing in current role
- Exceeding in current role

The meeting concluded at 9.14 pm

DATE OF NEXT MEETING TUESDAY 9 JULY 2019 AT ALRESFORD RECREATION CENTRE, THE AVENUE, ALRESFORD, SO24 9EP, COMMENCING AT 7.30PM