



New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP
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Minutes of the meeting of New Alresford Finance & Facilities Committee held electronically on Tuesday 9 March 2021 commencing at 7.30pm

Name	Present	Apologies	Absent
ClIr Divall (Chair) (KD)	✓		
ClIr Bean (Vice Chair) (AB)	✓		
ClIr Weston (MW)	✓		
ClIr Jeffs (BJ)	✓		
ClIr Holmes (SH)	✓		

ALSO PRESENT: Sarah Johnson – Deputy Clerk

The Chair welcomed all present to the meeting.

F20/137 Apologies for absence.

None received

F20/138 Dispensations for disclosable pecuniary interests under section 33 of the localism act 2011.

The Clerk advised nothing was received

F20/139 Declarations of disclosable pecuniary and non-pecuniary interests on items on the agenda.

No declarations made

F20/140 Public participation

No members of the public present

F20/141 Approve minutes and recommendations of the Finance and Facilities Committee held on 9th February 2021

RESOLVED: That the minutes and recommendations of the Finance and Facilities Committee held on 9th February 2021 be approved.

Proposed: KD

Second: AB

F20/142 Clerks Report

The Clerks report was reviewed.

F20/143 Chairs Report

- Arlebury Park roof – Ridge have written the specification for the roof project. The tender will be for over £25,000 and therefore must go on the Government's Contract Finder website.
- Quotes received for repair to render over Rugby Changing Room door.
- Arlebury Park ceiling repairs – the leak may have been fixed. Awaiting heavy rain to see if it still needs repairing.

- Saxon Safety (Health and Safety Consultant) conducted site visits to all Council premises and aim to write a Health and Safety Policy by the end of March 2021

F20/144 Payments, Purchase Ledger, Balance Sheet, Bank Reconciliation, Bank Statements and Income and Expenditure Report as of 28 February 2021

The financial reports were reviewed for approval by Council.

F20/145 Consider charging Southampton Women's Football Club £50 per match for use of football pitch and facilities from end of informal agreement

RESOLVED: To recommend to Council that when a new agreement is negotiated with the Football Club, £75 is charged per match for external organisations (not covered by the agreement) using the football pitch and facilities

Proposed: KD	Second: BJ
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F20/146 Changing Rooms not being left in satisfactory condition

The changing rooms used by the Football Club are not theirs to use exclusively. A recent inspection of these changing rooms noted they were in a poor state. The Committee want to ensure facilities are always left in a satisfactory condition.

Recommendation: To ask Recreation and Environment Committee to develop a plan to ensure the Changing Rooms are left in a satisfactory condition.

F20/147 Review number of Changing Rooms at Arlebury Park and consider alternative uses

Recommendation: To investigate whether there is an appetite for additional storage or meeting rooms at Arlebury Park and the feasibility of altering the use of Changing Rooms 5 and 6 at the rear of the building.

F20/148 Value for Money report

The report was noted.

F20/149 20/21 Ear Marked Reserves report

The 20/21 Ear Marked Reserves report was reviewed.

F20/150 Inventory of land and assets

The land and asset inventory was reviewed.

F20/151 Arrangements for insurance cover

The arrangements for insurance cover were reviewed.

F20/152 Council/ staff subscriptions

The Council/ staff subscriptions to Hampshire Association of Local Councils and the Society for Local Council Clerks were reviewed.

F20/153 Councils policies in respect of Freedom of Information and Data Protection legislation

The Privacy Notice for Staff and Councillors, Privacy Notice for Members of the Public, Data Breach policy and Data Consent form were reviewed

F20/154 External auditors report

No report received, but the three unsigned years are likely to be signed off.

F20/155 **Financial Regulations**

The Committee considered suggested changes to Financial regulations.

Recommendation: That Council consider including a new clause:

“For all projects where the total value exceeds £5000, the Committee must ensure they have sufficient expertise to manage the whole project, if they do not, a competent expert should be engaged to confirm the specification and project plan is adequate.

Subsequent to the work being completed the invoice must be submitted to full Council prior to payment for approval. Together with confirmation from the expert if used, that the completed works are to a satisfactory standard.

If no expert is used the invoice must be signed by the Chair on behalf of the Committee as confirmation the works have been completed satisfactorily

F20/156 **Standing Orders**

The Committee considered suggested changes to Standing Orders for recommendation to Council.

- Revised clauses to bring Standing Orders in line with the model template unanimously approved for recommendation, with the exception of 1q which Cllrs Jeffs did not agree to recommend.
- Clarification of terminology relating to Working Groups and Sub Committees recommended for approval
- Clause 15bv is recommended to be altered - draft minutes be published on the website within 14 days of a meeting and approved minutes published within 3 days of a meeting.
- Clause 19d, in relation to the Appraisal process, is recommended to be revised away from the model document.
- Proposed new clause 4viii - a Chairman’s tenure of Committee or Council is a maximum of three consecutive years. Cllrs Divall and Holmes were not in favour of this recommendation.

RESOLVED: To propose by special motion to vary, revoke or add to Standing Orders and give written notice to the Proper Officer.

Approved by five Councillors in accordance with Standing Order 26 b

The meeting concluded at 21:13

Date of next meeting is Tuesday 13th April 2021 commencing at 7.30pm