

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 22nd March 2007 at the Town Hall, Petersfield.

PRESENT: Mr V Clarke (Chairman)
Mr B Dutton
Mr P Molloy

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk)

Petersfield Herald
Petersfield Post
0 members of the public

F 0721 CHAIRMAN'S COMMENTS

Scottish & Southern Energy have offered a renewal energy contract for the Town Hall which has been accepted, resulting in a reduction of £3,000 to our electricity bill for the coming financial year.

F 0722 APOLOGIES FOR ABSENCE

Apologies were received from Mrs H Ayer, Mr C Jenner and Mr G Watkinson.

F 0723 DECLARATIONS OF INTEREST

The following personal interests were declared:

Mr V Clarke - personal interest in minute number F 0728 as one of the quotes received is from a fellow Councillor.

Mr B Dutton - personal interest in minute number F 0728 as one of the quotes received is from a fellow Councillor.

Mr P Molloy - personal interest in minute number F 0728 as one of the quotes received is from a fellow Councillor.

RESOLVED: that Standing Orders be suspended for a 5 minute period in order for members of the public to discuss matters of interest with Councillors.

As no members of the public wished to speak, the meeting was re-convened.

F 0724 APPROVAL OF MINUTES

Regarding the resolution on the town entry signs (F 0658 refers), it was noted that a 5th entry sign exists on Bell Hill and the Clerk was asked to

advise the Highways Department to get this included within the replacement programme.

RESOLVED: that the minutes of the meeting held on 22nd February 2007 be approved.

F 0725

RECOMMENDATIONS FROM OTHER COMMITTEES

Public Halls Committee

PH 0720 C. To consider the issue of replacement windows in the Town Hall

RECOMMENDED: that from the £40,000 allocated, the window at the rear of the Festival Hall be replaced, expert investigation be undertaken into the cause of the dampness in Perkins Slade's offices and the windows in those offices be replaced that are showing signs of suspected water ingress.

F 0726

INSURANCE RENEWAL QUOTATIONS AND LONG TERM AGREEMENT

Members received the renewal policy schedule at a premium of £24,011.87 exclusive of Insurance Premium Tax for the year beginning 1st April 2007. It was noticed that Bus Shelters had not been included under 'Additional Items' and the sites for the Basketball posts needed amendment.

RESOLVED: that the renewal premium of £24,011.87 be accepted and Bus Shelters be added to the 'Additional Items' on the Policy Schedule at a value of £3,500 each.

Members considered the letter from Zurich Municipal Insurance offering a long-term agreement. Annual discounts of up to 10% are available provided the Town Council is willing to commit to continue placing their business with Zurich Municipal on an agree 5 year term. Following a discussion, it was:

RECOMMENDED: that the Town Council agree to place their business with Zurich Municipal on an agreed 5 year term to receive the premium discount on offer.

F 0727

REPRESENTATIONS UNDER THE LICENSING ACT (2003)

Members received a copy of the letter received from Hampshire Association of Parish & Town Councils (HAPTC) advising that New Forest District Council

were now allowing representations from Parish and Town Councils under this legislation following the receipt of guidance from the Department of Culture Media and Sport and their own Counsel's opinion. HAPTC encouraged Councils to press for similar permission from their respective Licensing Authorities. Following a discussion, it was:

RESOLVED: that a request be made to East Hampshire District Council allowing the Town Council to make representation under the Licensing Act (2003) as an 'interested party' when requested and to be advised when any application for a new or revised licence is due to be considered in the town.

F 0728 BUS SHELTER CLEANING CONTRACT

Members received 3 quotations for the cleaning of the bus shelters in the town. Consideration was also given to how regularly the shelters should be cleaned.

RECOMMENDED: that the bus shelters are cleaned on a quarterly basis and that the quotation from Meon Cleaning Services at a rate of £18 per shelter per quarter is accepted.

F 0729 POTENTIAL HOT SPOTS OF DEPRIVATION

Members considered a letter from the Chairman of East Hampshire District Council's Social Justice Board requesting help to identify localised areas of deprivation in the town. Following discussion, it was:

RESOLVED: that all members be advised of this letter and respond to the Clerk with any areas of deprivation within their own wards.

F 0730 STAFF MATTERS

Members received the notes from the Staffing Panel meeting of 13th March 2007, attached as Appendix A.

There being no further business the meeting closed at 7.07 pm

PETERSFIELD TOWN COUNCIL
STAFF PANEL NOTES
MEETING HELD 13th March 2007

PRESENT: Mr K Hick (Chairman)
 Mr N Hitch (Town Clerk)
 Ms M Vincent
 Mr M G Watkinson (Stand in Deputy)

1. APOLOGIES FOR ABSENCE

No apologies for absence.

2. APPROVAL OF NOTES

The notes of the meeting held on 23rd January 2007 were agreed.

3. COMMENTS FROM CHAIRMAN AND/OR TOWN CLERK

No comments were made by the Chairman or the Town Clerk.

4. TO CONSIDER THE CREATION OF A POLICY ON THE PROVISION OF COMPASSIONATE AND CARERS LEAVE

The clerk had circulated in advance similar policies operated by other Town and Parish Councils as a guide to work with. Members recognised the value in clarifying when such leave should be paid or unpaid and considered that the documentation received from Hatfield Town Council should form the basis of our policy. It was also noted that our eventual Policy will need to be shared with Unison as well as Wrays People Management to ensure compliance with all necessary legislation.

RESOLVED: that members annotate the documentation in their possession indicating what they wish to see included within our Policy and forward it to the Clerk so that a draft Policy can be presented to the next Staffing Panel meeting

5. TO CONSIDER ISSUES SURROUNDING OCCUPATIONAL HEALTH AND THE APPOINTMENT OF A MEDICAL PRACTITIONER FOR THE COUNCIL

Concern was expressed that the Council needed the ability to check on the health of staff, if it was considered necessary either with long-term sickness problems, regular sickness absence or on the appointment of new staff. Issues such as cost, finding an appropriate person and ensuring that persons independence were discussed.

RESOLVED: that the Clerk write to the local doctors surgeries enquiring if they would be willing to provide such a 'stand-by' service for the Council and what the cost of providing the service would be.

6. DATE OF NEXT MEETING

The next meeting of the Staff Panel would be held, on 3rd April 2007 commencing at 2.30 pm in the Council Chamber, Town Hall, Petersfield.