

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 20 March 2008 at the Town Hall, Petersfield.

PRESENT: Mr V Clarke (Chairman), Mr R Ayer, Mrs H Ayer, Ms M Vincent and Mr G Watkinson.

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk), Mrs S McMorrان (Deputy Town Clerk).

F 0699 CHAIRMAN'S COMMENTS

The Chairman advised those present that it was hoped that John West would be out of hospital in the next day or so.

F 0700 APOLOGIES FOR ABSENCE

No apologies were received.

F 0701 DECLARATIONS OF INTEREST

No declarations of interest were made.

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 questions were forthcoming, the meeting was re-convened.

F 0702 APPROVAL OF MINUTES

RESOLVED: that the minutes of the meeting held on 21 February 2008 be approved.

F 0703 FINANCIAL RECOMMENDATIONS FROM COMMITTEES

G 0687 THE HEATH

A. **Easter Fair Agreement with Burnett's Fun Fairs**

RECOMMENDED

that the daily operational rate for the Easter Fair be increased by 10% in 2009 with further increases each year at RPI based on the February RPI rate with set up and de-rig days remaining at the same rate with all other conditions in the agreement remaining the same.

B. Petersfield and District Angling Club

RECOMMENDED

that the Heath Pond Working Group be reminded that it is not a decision making body rather it is required by standing orders to bring recommendations to Grounds committee for consideration and then on to the trustees of the Heath (Full Council) for subsequent decision.

G 0689 **GROUND MAINTENANCE CONTRACT**

RECOMMENDED that the estimate provided by the Institute of Groundsmanship be accepted and that the existing grounds maintenance contract be extended to 31 December 2009 with the new contract commencing on 1 January 2010.

G 0691 **BOROUGH ROAD RECREATION GROUND**

RESOLVED that permission be given to Sheridan Edwards to hold a family fun day at Borough Road Recreation Ground on 21 June 2008 at no charge. The Town Clerk to inform Mrs Edwards that she should obtain her own public liability insurance for the event as the Town Councils insurance would only cover any claims arising from the condition of the ground.

PH 0697 **TOWN/FESTIVAL HALL**

D. Penman Antiques Fairs - Charge for Hire of Festival Hall

RESOLVED that all future charges for Penman Antiques Fairs be raised by equal steps over 4 years to reach the commercial rate.

PH 0698 **CAPITAL BEST VALUE IMPROVEMENT PLAN**

The Town Clerk advised that it would be sensible to place the replacement of the Town/Festival Hall roof

onto the Capital BVIP as no provision had been made for the eventual replacement of the roof. The roof had been repaired regularly and a sum for maintenance and repairs was placed in the property maintenance budget each year. It would be prudent, however, to highlight the eventual replacement within the Capital BVIP.

RECOMMENDED that the replacement of the Town/Festival Hall roof be added to the Capital Best Value Improvement Plan with the category set at essential and the resource set at £100,000.

F 0704

EAST HAMPSHIRE COMMUNITY PARTNERSHIP - SUSTAINABLE COMMUNITY STRATEGY AND CORE STRATEGY

Members were asked to consider any necessary comments or action, F 0641 refers, following a very good meeting held at EHDC. Following discussion it was

RESOLVED that all Councillors be urged to respond individually via the web if convenient and possible or via the Town Council office to both the Sustainable Community Strategy and Core Strategy Documents. Hard copy of all documents were available in the Town Council's office for any member without access to the web.

F 0705

SOUTH DOWNS CAMPAIGN

Members received and considered proof of evidence from the South Downs Campaign and the Petersfield Society. Members congratulated Tony Struthers on a very good, easy to read, document. The Town Clerk advised that he had studied both documents and was content that both covered what the Town Council had said regarding the inclusion of Petersfield within the South Downs National Park.

Following consideration it was

RESOLVED that the documents be received and agreed and that the Town Clerk write to the Planning Inspector confirming that the Town Council supports both documents fully.

F 0706 FINANCIAL RISK MANAGEMENT POLICY - ANNUAL REVIEW

Members were asked to review the Financial Risk Management Policy.

RESOLVED that the policy be approved for the ensuing year with the following amendments:

Page 2 1.B.(i)(a) ...value status and is updated annually

Page 5 2.A. (i) (d) delete as part of its Spirit of Best Value Consideration

Page 6 2 A (i) (e) delete (similar meetings are planned for users of Grounds)

Page 8 2.C. (i) (b) delete in the past ...Deputy Town Clerk ensure that the Council does not act ultra vires when a decision is being made.....

Page 15 3.b.(i) (m) The Town Council adopted the National Code of Conduct for Town and Parish Councils in October 2007. Delete rest of paragraph.

Add at 3B (i) (n) Random sample of invoices to be checked by Councillors each month as an additional measure for checking internal procedures.

F 0707 CPRE HAMPSHIRE

Members received an invitation to attend a conference; '2026 A Vision for the Countryside' to be held on 28 May 2008 at Littleton Village Hall, Winchester. Anyone interested in attending was asked to contact the Town Clerk

F 0708 TAXI RANK SPACE MEETING

Members received and noted minutes of a meeting held on 25 February 2008 from the Licensing Department, EHDC.

RESOLVED that the Town Clerk advise Hampshire County Council that the Town Council would wish to see and be given an opportunity to comment on, proposals for the new Taxi Rank prior to a decision being made.

In view of the confidential nature of the next item it was

RESOLVED to evoke standing order 36 m and exclude the public and press

F 0709 STAFF MATTERS

Members received notes from the Staff Panel meeting held on 26 February 2008.

Caretakers, Sheet Village Hall and Avenue Pavilion

RECOMMENDED that both Mr Greinke (Sheet Village Hall Caretaker) and Mr Hatt (Avenue Pavilion Caretaker) be paid the additional hours worked when covering for annual leave.

It was also

RECOMMENDED that there be an uplift in hours paid to Mr Greinke by 3.5 hours bringing his weekly hours to 18.5 .

Questions from Staff regarding Policies and Procedures

RECOMMENDED that the points raised in the paper dated 14 January 2008 from the staff be resolved by mutual agreement as far as is possible by September 2008 at the latest.

HR Consultants

RECOMMENDED that a contract be placed with Abacus HR Consultants subject to the approval of the Staff Panel

Green Book

RECOMMENDED that Petersfield Town Council take the yearly subscription for the National Agreement on Pay and Conditions for Local Government Services.

Job Evaluation

RECOMMENDED that a job evaluation review be carried out subject to budgetary implications.

Job Vacancy

RECOMMENDED that

- The Town Clerk and Chairman draw up a job description
- The Person Specification be drawn up as discussed
- The job description and person specification be sent to South East Employers to establish precise salary scales but if necessary the salary scale to be advertised as subject to evaluation
- Advertising to take place in the Petersfield Post, The News, Petersfield Herald and HALC web site for 2 weeks, budget permitting, post Council approval

It was also

RESOLVED that the Town Clerk seek to employ temporary staff with an overlap, if possible with the RFO.

There being no further business the meeting closed at 8.03 pm