



# HORNDEAN PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT JUBILEE HALL ON MONDAY 23<sup>RD</sup> APRIL 2018 AT 7.00 P.M.

**PRESENT:** Councillors D Alexander, Dr C Jacobs, Mrs D Denston, D Evans, Mrs L Evans (Chairman), A Forbes (Vice Chairman), Mrs Z I Pearson, Mrs E Tickell, R Veitch, Miss J Murray, N Wren, R Veitch

**IN ATTENDANCE:** Carla Baverstock-Jones, Chief Officer, Gill Foster Administrative Assistant (Minute Taker),

**PUBLIC ATTENDANCE:** There were no members of the public present.

HPC 001/18/19      **TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P Beck, Mrs I weeks and M Burridge. No apologies were received from R Sowden.

HPC 002/18/19      **TO RECEIVE ANY DECLARATIONS OF INTEREST**

No declarations of interest were received.

HPC 003/18/19      **TO RECEIVE A WRITTEN UPDATE FROM COUNTY COUNCILLOR MRS M HARVEY REGARDING COUNTY COUNCIL MATTERS**

There was no report received from County Councillor Mrs M. Harvey and she was not able to attend the meeting.

Clr Dr C Jacobs asked if it would be possible for County Councillor Mrs Harvey to give us an update in her next report about the maintenance of the pot holes within the Parish.

HPC004/18/19      **TO RECEIVE A WRITTEN UPDATE FROM DISTRICT COUNCILLORS REGARDING DISTRICT COUNCIL MATTERS**

District Councillor D Evans advised that the Boundary Commission Report was now complete and that it had agreed that Rowlands Castle should not be joining with Horndean. Kings and Blendworth Wards will be joined having two Councillor Representatives.

District Councillor Mrs E Tickell advised that the Guinness Housing Association were dealing with the issues in the Spa Car Park. They were also formally dealing with tenants in respect of the cigarette butts being thrown out of the windows on to the path beneath the flats.

HPC 005/18/19      **TO RECEIVE THE CHAIRMAN'S COMMENTS**

The Chairman advised Members that she had received a Neighbourhood Alert in respect of a lot of Ford white vans being broken into. It advised how easy it was to purchase an instrument that could help thieves break into the vans. This item will be put on to our website.

The Chairman referred to the update received from the Chief Officer to Councillors. It was suggested the money from Barretts should be put as a future Agenda item. The Chairman thanked the Chief Officer for this useful information and the Chief Officer advised that in future updates she will include information from the Country Side Team.

HPC 006/18/19      **PUBLIC SESSION**

There were no members of the public present.

HPC 007/18/19      **TO APPROVE THE MINUTES OF THE COUNCIL MEETING HELD ON 12 MARCH 2018**

It was **RESOLVED** that the minutes of the Council meeting held on 12 March 2018 be duly signed as a true record of the meeting.

HPC 008/18/19      **TO RECEIVE AND APPROVE THE ORDERS FOR PAYMENT (LIST 1 ATTACHED)**

The Orders for Payment was circulated. It was **RESOLVED** that the Orders for Payment (List 1 attached) be approved and duly signed.

HPC 009/18/19      **TO RECEIVE AND APPROVE THE BANK RECONCILIATION – CO-OPERATIVE, LLOYDS & CAMBRIDGE & COUNTIES AS AT 31 MARCH 2018**

The Chairman referred to the Bank Reconciliation. The bank reconciliation for Co-Operative (£76,239.01), Lloyds (£224,980.50) and Cambridge and County (£133,177.85) were circulated and it was **RESOLVED** that they be approved and duly signed by Cllr Mrs Z I Pearson in Cllr Mrs I Weeks absence.

HPC 010/18/19      **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE EXTENSION TO JUBILEE HALL.**

The Chairman advised that this will now be a standard item on all future Agendas.

The Chairman advised that The Chief Officer and the Architect went to a pre-application meeting and were waiting to receive the formal response. This will be reported as soon as any information is received.

HPC 011//18/19      **TO RECEIVE A VERBAL UPDATE IN RESPECT OF THE LAND EAST OF HORNDEAN DEVELOPMENT.**

The Chairman also advised that this would now be a standard item on all future Agendas.

The Chairman advised that that there will be another Working Party meeting on Friday 27<sup>th</sup> April, 2018 with Bloor Homes. We are waiting to hear from Bloor Homes to give time scales as to when and what they require from us. The Chairman also advised that we had received a quote from Heather McCrudden for acting as our architect advisor.

HPC 012/18/19      **TO RECEIVE THE RECOMMENDATION FROM THE GROUNDS COMMITTEE ON THE 19<sup>TH</sup> MARCH 2018, IN RESPECT OF THE HAVS POLICY.**

The Chairman advised that all amendments had been made as requested by the Grounds Committee.

It was **RESOLVED** that the Procedure be adopted but with a slight revision to be made to the staff recording form.

HPC 013/18/19      **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE ASSET REGISTER.**

It was **RESOLVED** that the recommendation from The Finance and General Purposes Committee in respect of the Asset Register be duly adopted.

HPC 014/18/19 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE REVISED FINANCIAL RISK ASSESSMENT.**

It was **RESOLVED** that the following recommendation from the Finance and General Purposes Committee be duly adopted:

- Cllr Veitch’s revised Financial Risk Assessment be used, going forward, starting from next year’s version.
- The Risk Assessment include a risk matrix as follows, making the document clearer and easier to quantify.

Risk (R) Matrix			Likelihood (L)			Assessed Risk (R = L x S)
			Low	Medium	High	
			1	2	3	
Severity (S)	Severe	3	3	6	9	Unacceptable : Further Mitigation Required
	Moderate	2	2	4	6	Acceptable : Monitoring Required
	Minor	1	1	2	3	No Problem Identified : Risks Managed

- An additional guidance page be added to the front of the Financial Risk Assessment, detailing the purpose of the document and the steps taken to assess the risk and minimize them.

HPC 015/18/19 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE TRANSFERENCE OF FUNDS FROM THE GENERAL RESERVES.**

It was **RESOLVED** that the recommendations received from the Finance and General Purposes Committee be duly adopted as follows:-

- £541 from the Lovedean Solar Farm EMR be moved to General Reserves.
- £95K be moved from General Reserves to Jubilee Hall Extension EMR.
- £5k be moved from Equipment Replacement EMR to Jubilee Hall Extension EMR.

HPC 016/18/19 **TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE IMPLEMENTATION OF THE DROPBOX FACILITY.**

The Chairman advised that at this present time it would make sense for the Councillor user to be Cllr D Evans as there are a large amount of documents in respect of LEOH to be added. The Councillor user could be changed as necessary.

A discussion took place and it was **RESOLVED** that the following be adopted:

- The Council introduce Dropbox Business Standard annual account as a cloud storage device.
- 3 users to be created (2x staff and 1x Cllr).

HPC 017/18/19

**TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE GENERAL DATA PROTECTION REGULATION DOCUMENTATION.**

The Chairman referred to the Report and the Finance & General Purposes Committee's recommendation to adopt the NALC model as they had a lot of legal input within it. A discussion took place.

It was **RESOLVED** that the NALC GDPR documentation template be adopted as HPCS's policy.

HPC 018/18/19

**TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE REVISED WORDING OF THE HPC FINANCIAL REGULATIONS – STAFF VACANCIES (PARA 8).**

It was **RESOLVED** that the following revised wording in para 8e of the Financial Regulations be adopted and para 8g and 8h be added.

*e. Hourly pay rates remain substantially the same although they may be adjusted by the Chief Officer to suit organisation requirements at the time. An increase in the hourly rate for the job that is greater than 5% is considered to be significant and will therefore require approval by Council. The effect of any increase in the rate for the job shall be considered by the Chief Officer for its possible impact on the general pay structure of Council staff that could arise at subsequent general pay reviews.*

*Add para 8g and 8h*

*g. No offer to a candidate shall be made that could result in payments through allowances, expense claims, TOIL entitlements or otherwise, whether taxable or not, which would exceed the average such payments to existing staff without the prior approval of Council. This provision is included to avoid unintentional drift in the Council's overall pay structure away from agreed Council policy.*

*h. The Chief Officer completes a simple pro-forma record sheet that details the existing job title and description, hours worked, pay rates, holidays and other conditions alongside details to be offered to any candidate. This record shall be retained in HPC HR records so that it can be referred to for future similar vacancy replacements to ensure a consistency of approach over time*

HPC 019/18/19

**TO RECEIVE THE RECOMMENDATION FROM THE FINANCE AND GENERAL PURPOSES COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE PLAY INSPECTION POLICY.**

A discussion took place. It was **RESOLVED** that the revised Play Inspection Policy be adopted after the title had been looked into.

HPC 020/18/19

**TO NOTE THE NEXT SCHEDULED MEETING OF THE COUNCIL BEING THE 21<sup>ST</sup> MAY 2018 – THE ANNUAL MEETING.**

The date was duly noted. The Chairman advised members to let the office know which Committees they wish to be part of prior to the meeting.

Cllr Mrs D Denston advised she was the Council Representative for Merchistoun Hall but unfortunately never seems to be invited to the meetings, a discussion took place. The Band Stand at Merchistoun Hall was discussed briefly and it was agreed the Chief Officer would contact them for an update.

This part of the meeting closed 7.40pm

HPC 021/18/19

**TO RESOLVE TO EXCLUDE THE PUBLIC AND THE PRESS, IN THE VIEW THAT PUBLICITY WOULD PREJUDICE THE PUBLIC INTEREST BY REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS OR ARISING OUT OF THE BUSINESS ABOUT TO BE TRANSACTED. (PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960).**

There were no members of the public present.

HPC 022/18/19

**TO APPROVE THE CONFIDENTIAL MINUTES OF THE COUNCIL MEETING HELD ON 12 MARCH 2018.**

It was **RESOLVED** that the Confidential minutes of the Council meeting held on 12 March 2018 be duly signed as a true record of the meeting.

HPC 023/18/19

**TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE PROBATIONARY PERIODS FOR TWO MEMBERS OF STAFF.**

It was **RESOLVED** that the Staff Committee recommendations for two members of staff be agreed.

Estate Warden to remain employed within his current role on a permanent basis.

Caretaker to remain employed within his current role on a permanent basis.

HPC 024/18/19

**TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 26<sup>TH</sup> MARCH 2018, IN RESPECT OF THE PROPOSED CHANGES TO STAFF SALARIES FOR 2018/19.**

It was **RESOLVED** that the recommendation from the Staff Committee in respect of staff salaries be agreed.

HPC 025/18/19

**TO RECEIVE AN UPDATE FROM THE STAFF COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE CHIEF OFFICER'S APPRAISAL.**

It was **RESOLVED** that the recommendation from the Staff Committee was agreed.

HPC 026/18/19

**TO RECEIVE THE RECOMMENDATION FROM THE STAFF COMMITTEE ON THE 26 MARCH 2018, IN RESPECT OF THE PROPOSED CHANGES TO THE CHIEF OFFICERS SALARY FOR 2018/19.**

It was **RESOLVED** that the Chief Officer's salary be increased in line with inflation and in recognition of the effective way she deals with the challenges of her role.

Meeting ended 08.35pm



Chairman

21/5/18

Dated