

## EAST HOATHLY with HALLAND PARISH COUNCIL

Minutes of the East Hoathly with Halland Parish Council Finance and General Purpose committee meeting held on **Monday 12<sup>th</sup> February, 2024 at 7.00pm.**

Present: Cllrs. Butcher, Freezer , Thatcher and Vaughan (chair).

Also in attendance: Malcolm Ramsden (clerk) and Verne Heath (rfo) (via Zoom).

### AGENDA

#### 1. PUBLIC PARTICIPATION

Members of the public are welcome and encouraged to attend. The first fifteen minutes of the meeting will be available for the public to express a view or ask a question on relevant matters on the agenda. The public and press are also welcome to stay and observe the rest of the meeting (subject to any items considered as confidential within the terms of the Public Bodies (Admission to meetings) Act 1960).

*No members of the public present.*

#### 2. DECLARATIONS OF INTEREST

Members are invited to make any declaration of personal or prejudicial interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is to be considered.

*None offered.*

#### 3. APOLOGIES – to receive apologies for absence

*None.*

#### 4. MINUTES

4.1 To resolve that the minutes of the Finance and General Purpose Meeting held on Monday 11<sup>th</sup> September, 2023 be taken as read, confirmed as a correct record and signed by the Chairman

*Following a proposal by Cllr. Freezer and seconding by Cllr. Thatcher*

**FGP0085** **RESOLVED** that the minutes of the meeting held on 11<sup>th</sup> September, 2023 be taken as read, confirmed as correct and be signed by the chairman.

4.1.1 Matters outstanding from minutes (not listed as separate agenda items)

*Policy re. plots of land coming on the market – Cllr. Freezer not yet completed.  
Carried forward.*

*Hirers liability insurance re. bonfires, bouncy castles and inflatables – Clerk is waiting for the school to provide details of their Fun Run cover and has contacted Endsleigh regarding forms of event insurance that hirers will need to take out.  
Carried forward.*

4.2 To resolve that the minutes of the Finance and General Purpose Meeting held on Monday 20<sup>th</sup> November, 2023 be taken as read, confirmed as a correct record and signed by the Chairman

*Following a proposal by Cllr. Butcher and seconding by Cllr. Freezer*

**FGP0086** **RESOLVED** that the minutes of the meeting held on 20<sup>th</sup> November, 2023 be taken as read, confirmed as correct and be signed by the chairman.

4.2.1 Matters outstanding from minutes (not listed as separate agenda items)

*Clerk reported that the last year of the three year programme of pond regeneration has been completed with the contractor encouraged by the ecological improvements clearly evident. Brambles in a small section of the bluebell area have been removed.*

#### 5. GENERAL PURPOSE

5.1 To consider proposing amendments to existing Grants policy to Full Council

*Chair referred members to the previously circulated amended policy with a summary of changes provided by the clerk and Cllr. Freezer.*

*Following a proposal by Cllr. Thatcher and seconding by Cllr. Butcher*

**FGP0087** **RESOLVED** that the previously circulated amended policy, subject to a minor change in the Grant Application form relating to the provision of accounts and confirmation of status, be proposed to Full Council for adoption.

5.2 To consider proposing an email policy to Full Council

*Cllr. Freezer was anxious to point out that the proposed policy didn't mean everyone would have to use email but, if they did, that it was expected that the policy would be followed. Cllr. Butcher reminded members that if any element of Council correspondence was included in a non-council email account then the whole content of that non-council email account would be subject to disclosure within a valid 'subject access request' or 'FOI' request being made which would expose information that the Councillor might not wish to be made public. Of concern to Cllr. Thatcher was that a Councillor might commit the Council to something using their personal email which the recipient would not appreciate didn't have Council consent. Non-use of the Council email account would also make it difficult for any Councillor wishing to research items on behalf of Council to have credibility.*

*Following a proposal by Cllr. Freezer and seconding by Cllr. Thatcher*

**FGP0088** **RESOLVED** that the previously circulated email policy be proposed to Full Council for adoption.

5.3 Full fibre broadband

*Members noted that full fibre broadband was available in the parish.*

## 6. FINANCE

6.1 Grant application/s

*Members considered the grant application received relating to the Christmas tree at the Blacksmith's Arms and noted costs relating to tree lights and a base for the tree itself and understood that an indication of approval had already been given.*

*Following a proposal by Cllr. Thatcher and seconding by Cllr. Freezer*

**FGP0089** **RESOLVED** to approve a payment of £92 in respect of a tree base and tree lights.

6.2 Bank account reconciliation

*Not yet completed. To be considered at Full Council.*

6.3 Insurance cover re. FSCS excesses

*Chair explained that the cost of insurance to cover FSCS excesses would be prohibitive. Members agreed that the level of fidelity cover should be reviewed with receipt of the first instalment of the precept imminent.*

6.4 Electricity costs

6.5 Funding options for War Memorial Sports Field charity

6.6 Wildflower verge markings/licences

6.7 Member audit

*Cllr. Thatcher conducted the member audit confirming conformance of:-*

*14Spt2023 – HMRC £580.19*

*28Spt2023 – WDC £34,092.50*

*24Oct2023 – Salary/Expenses £2,209.81*

## 7. ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE

## 8. DATE OF NEXT MEETING

8.1 To note that the next meeting of the Full Council will be held on Monday, 26<sup>th</sup> February, 2024 at 7pm

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