

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF  
KEMPSEY PARISH COUNCIL.  
MONDAY 10<sup>th</sup> SEPTEMBER 2015 AT 5.00PM.  
AT KEMPSEY COMMUNITY CENTRE**

**PRESENT:** - Cllr. Geens (Chairman), Cllr Patrick, Cllr Bevan (arrived 5.10pm), Cllr Frazer-Cann, Cllr Smith & Cllr Waller

**IN ATTENDANCE:** - Clerk and 1 member of the public.

1. Apologies: None

2. Declaration of Interests:

1. Register of Interests: Councilors were reminded of the need to update their register of interests.
2. Disclosable Pecuniary Interests (DPI): None
3. Other Disclosable Interests (ODI): Cllr Waller and Cllr Smith declared an ODI in respect of agenda item 8. As Hallmark Hulme is their personal solicitor.

<b>No questions during Public Question Time</b>
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3. Having been previously circulated, the minutes of 23.02.15 were signed as a true and correct record.

4. Matters arising: The Clerk circulated some guidance from Richard Levett concerning the recording of meetings, to pay utility bills via direct debit and clarification who has the right to remain at meetings when conducted in confidential session.

The Clerk provided an update concerning the Parish Council Investments.

5. The Committee would like to recommend to Council the following changes be made to Standing Orders:-

**1. Meetings**

g. add restricted to 5 minutes (with a caveat this is at the Chairman's discretion)  
g2 points raised by a parishioner should be concise and to:

- raise new issues
- request an update on a previously raised matter or
- offer relevant new information on an existing issue.

Reaffirming previous information is a waste of council time and the chairman has the right to terminate the discussion.

This information is to be stated on the agenda under the section 'The meeting will be adjourned for Public Question Time'

15. c. iii. **Committees – Membership** - The Staffing Committee wish to recommend to Parish Council removal of The Clerk and to appoint one further member to the committee selected by The Council.

**Amendment to Standing Order 15.c.v**

The Chairman and Vice-Chairman of the Council will not serve as voting members on Standing Committees, with the exception of Finance and General Purposes, Planning and Staffing Committees. The Parish Council Chairman may at his/her discretion however sit on the Commons & Hams, Community Centre, Environment and Recreation Committees as a non-voting member.

29. Freedom of Information Act 2000 – Item Withdrawn

6. Clerical Assistant hours – Recommendation for the Clerical Assistant to take unpaid leave during quieter work periods .When The Clerk is away on annual leave/not available the Clerical Assistant will maintain office cover on at least three days per week, taking into account the above.

Action by

Clerk

- |   |        |
|---|--------|
|   | Action |
| 7. Recording of Staff Worked Hours – recommendation to administer a timesheet for monitoring staff hours. Cllr Patrick to write a policy on this subject. This will be presented at the October meeting.  | ANP    |
| 8. Land registration – Community Centre, Playing Field, The Rocky, and Allotments   | Clerk  |
| Clerk to request SME solicitors copy the deeds electronically onto two disks (retaining one copy on their files and sending the other to us.)   |        |
| Check if up to date land valuations are required for Land Registry purposes.  |        |
| Make enquiries with the solicitors already approached to ascertain exact fees.  | Clerk  |
| 9. Bank Accounts – Write to Secure Trust Bank to request that all correspondence be sent to the Parish Office address and not the authorised signatories’ home addresses.   | Clerk  |
| The Committee confirmed they were happy to proceed with Telephone banking to allow The Clerk to administer the HSBC Bank Account.   |        |
| 10. Community Youth Centre – Cllr Geens briefly summarised some background information and the present situation. He confirmed there are now only two remaining Trustees<br>The question being would the Youth Centre be sustainable in the long term?<br>A Working Party is urgently required together with Terms of Reference to look at the options available for the future of this building. This will be discussed at the Parish Council meeting in September 2015. | TG     |
| 11. AOB   | AS     |
| Recommendation – To adopt a policy for Management of unreasonable complainant behaviour. This will be presented at the October Parish Council meeting.  |        |
| The Committee recommended to gift the retiring Lengthsman £25.00 token gesture.   |        |
| The Clerk confirmed the 2014/15 Grant Thornton has been completed incurring audit fees of £400 with additional fees of £86.50 as a result of a parishioners further enquiries.  |        |
| Cllr Geens requested an update on the progress of the Investigative Committee. Cllr Waller confirmed a meeting has been arranged for tomorrow with a possible conclusion to be reported October/November 2015.  |        |

Meeting Closed at 6.40 pm  
Sharon Baxter  
Clerk

Signed ..... Chairman ..... Date