



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF
KEMPSEY PARISH COUNCIL, MONDAY 24th October 2016 AT 7.30 PM
AT KEMPSEY COMMUNITY CENTRE**

PRESENT: - Cllr. Geens (Chairman), Cllr Frazer-Cann, Cllr Waller, Cllr Michael, Cllr Patrick & Cllr Smith

IN ATTENDANCE: - Clerk of the Meeting, Hazel Robinson and 2 members 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): None

No Public Question Time

3. Having been previously circulated, the minutes of 4.01.16 were signed as a true and correct record.

4. **Modify Standing Orders for Community Centres Committee to include Kempsey Youth Centre.**

RECOMMENDATION: To modify Standing Orders appertaining to Kempsey Community Centre and include Kempsey Youth Centre.

5. **Consider having the ability in Financial Regulations for committees to be able to spend up to say £250 on small works (non emergency) without having to wait for Full Council approval.**

There was a discussion on committee decision making on small works and utilising the approved supplier list as opposed to following the tender process each time. It was considered how this would work and the clerk's involvement in the process.

RECOMMENDATION: It was agreed that proper wording should be drafted to recommend that committees have this ability to make decisions on small works. To include running decision by the clerk and preferred contractors.

6. **Consider changing our way of working to have 'Members Responsible For' instead of having committee meetings**

A discussion took place on the issue of having duplicate discussions at a committee meeting and then again at Full Council. Suggestions were made about having 'Members Responsible For' to allow quicker action to be taken on smaller matters or increased delegated powers for committees. Issues raised were - could be onerous on for one individual and have impacts on audits. A suggestion was made about having supporting rationale to go alongside agenda items for Full Council so that previous discussions could be noted and not repeated. These would need to be circulated and read prior to attending the Full Council meeting.

RECOMMENDATION: When proposing agenda items for Full Council the proposer must provide supporting rationale to the Clerk for circulation. Questions should go direct to the proposer prior to the meeting.

Action

Cllr Geens

Cllr Geens

7. Discuss drawing up a new contract with PGA Management to show that they are working for Kempsey Parish Council but being paid by Taylor Wimpey (TW).

A discussion took place as to the fact that the first tranche of work done by PGA was formally contracted and now TW were paying for the work a formal contract did not exist. It was suggested that a formal contract was created as to what work PGA were doing for KPC to include an outline of work, monitoring, payment terms, contract period and methods of interaction with PGA.

The Memorandum of Understanding that had been drawn up between TW, KPC and PGA Management was discussed. Opinions were mixed as to what was required and considered adequate. Issues were also raised about signing this retrospectively.

A further discussion ensued as to who would be responsible for the building development as regards a new or current council committee, working party or subcommittee. Various different options were discussed and the need to issue a call for relevant skills from within KPC.

RECOMMENDATION: Cllrs Waller and Smith would have a pre-meeting to discuss the content of the contract prior to a meeting with PGA Management on the proposed contract.

Cllr Waller
Cllr Smith

RECOMMENDATION: It was agreed that the Memorandum of Understanding should be taken to Full Council to vote on whether to backdate and sign.

Cllr Smith

RECOMMENDATION: It was agreed that F&GP has oversight of development of the new community centre and recreation facilities assisted by a subcommittee comprising of specialists and councillors.

Cllr Waller

8. Graveyard Maintenance – Should we substantially increase our grant, as a tidy, respectable graveyard is a benefit to all parishioners?

There was a discussion as to S106 monies previously received by the Church and to what these monies had been spent on. Issues in the graveyard were that it was overgrown at the back, badgers were digging up the graves/plants and some graves were inaccessible to those wishing to visit/tend them. Opinions were mixed as to whether any amount or what amount should be given and questions around assumed responsibility if money was given.

RECOMMENDATION: It was agreed that a proposal should go to Full Council to increase the amount per annum to the Church for graveyard maintenance to £2,500. To be reviewed on annual basis.

Cllr Geens

9. Credit on invoices 14 or 28 days?

Currently invoices differed as to length of payment terms.

RECOMMENDATION: It was agreed that the credit settlement terms on all invoices would be 28 days.

10. Staff Pensions. Automatic enrolment. Should we change provider?

Advice had been sought from CALC & NALC on this matter and without the agreement of those on the pension schemes the provider cannot be changed.

RECOMMENDATION: It was agreed to leave current staff pensions as they are.

RECOMMENDATION: It was agreed to check with CALC that their advisory letter on pensions could be passed onto Mr Bowley who had written in on this matter.

Cllr Geens

11. Current status of the Investigative Panel’s Report

Cllr Waller gave an update to say that the report is not yet finished, it is hoped to be completed by next week. There had been a request to Councillors as to how KPC will handle the final report – a circulated email had not elicited any responses. The Report will go to all Councillors and it is likely an EOM will be needed to allow adequate time to discuss the report.

12. Our website. What do we want from it?

A discussion was had about the objective of the website - to be an information point, signpost, to promote local tourism and events, to inform of road closures and latest news. Opinions were mixed as to what it should/could be used for and concerns were expressed about the time needed to do this.

RECOMMENDATION: to include the Chairman’s report and the report from David Harrison on the website.

13. Discuss if we should seek out volunteers from the community to carry out ongoing tasks such as Haywarden, Allotment Needs Assessor, and Footpath Warden.

RECOMMENDATION: It was agreed that each committee will consider what volunteers are needed for their area and come up with a form of words to go on the website to promote these volunteer roles.

14. AOB

Length of hedge on Old Road South needing width reduction to allow pedestrians adequate room to pass – Cllr Michael had spoken with David Banks about this matter who had gained agreement from the landowner. It was agreed that the Lengthsmen would do the work.

Cllr Waller raised a question about the previous minutes and the action on capital amounts. The Clerk had asked that she be present for this matter so it was deferred to the next meeting.

The Committee voted to enter into confidential session.
Two personal matters regarding councillors were discussed.

Meeting Closed 10.15PM
Hazel Robinson
Clerk of the Meeting

Signed Chairman Date

Committee
Chairs