

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY, FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON

23rd SEPTEMBER 2020 at 6.00PM VIA ZOOM CALL

Present: Councillors Wendy Matthews (Chairman), Chris Jordan, Julie Cook, Peter Stanhope, Ann Mayling, Arun Gaur, Chris Woolley, and Carol Gibson,

In attendance: Councillors Ciarán Beary and Kevin Brown, Stephanie Bennett (Clerk).

F.015/20 APOLOGIES FOR ABSENCE

Cllr Geoff Bennett

F.016/20 DECLARATIONS OF INTEREST

None were received.

F.017/20 PUBLIC PARTICIPATION

No questions or addresses were received

F.018/20 MINUTES

RESOLVED that

The minutes of the meeting held on the 29th July 2020 be agreed

F.019/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported to the Committee that future agendas would carry a defects notification for the Committee.

1802 Cllr Julie Cook joined the meeting

The Chairman highlighted the proposals from Pinewood to develop the green belt land to the west of their site and that a local group was being set up to discuss the proposals.

The Chairman also reported that the Parish Council had received notification from Bucks Council that they wish to look at passing the land at Iver Heath allotments to the Parish Council as part of a devolution agreement.

The Chairman was pleased to report that Bucks Council had secured funding in order to undertake a Healthy Streets survey in the centre of Iver Village. This would be conducted as face to face interviews and everyone is encouraged to find a researcher and have their say. The results of the survey will inform local planning designs. The Parish Council is assisting with placing posters and cascading the survey on social

media. It was emphasised that this is a survey that will only take place in a Covid secure method via interviews actually beside the High Street. The Chairman would find out the exact dates and times that the researchers will be in the Village so that we can let people know.

1810 Cllr Ciarán Beary left the meeting

The Boundary Commission is examining the principal council and will likely consider the wards in the Parish. Following that review there will be a local governance review that will definitely examine parish boundaries. It was explained that these reviews must take into account the projected growth up until 2027.

F.020/20 COMMITTEE MINUTES

RESOLVED that

the HR Sub Committee minutes of 7th August and 10th September 2020 be received

F.021/20 COMMUNITY ASSET REGISTRATION OF PUBS

Cllrs Carol Gibson and Julie Cook reported on the conversations that they had had with two identified at risk pubs and considerable discussion was undertaken regarding the processes, resources required and outcomes of Community Asset Registration.

It was agreed that Cllr Julie Cook would draft a letter to be provided to all pubs identifying the opportunities through Community Asset Registration and providing more detail of what is entailed and the benefits of achieving such a classification.

The Parish Council was happy to support persons seeking a classification of a building as a community asset however it was necessary to have a very strong community commitment to operating the venue for the community and a resource available to put the potential uses together and build a business case.

F.022/20 CHRISTMAS LIGHTS

The notes of the working group were received and it was

RESOLVED that

- a. Additional budget of £690 be made available and the additional Mistletoe Balls at Iver Heath be contracted
- b. There will be no official switch on and residents be encouraged to attend the lights when the timers switch on
- c. An additional budget of £325 be made available for the unwrapping of the lights on the tree at Richings Park

The Clerk to seek clarification on the timer settings and promulgate to the community.

F.023/20 FINANCE

The budget reports were received. Committee Chairs to return to the next meeting with proposals for allocation of funds to Ear Marked Reserves.

F.024/20 FINANCE AND ALLOTMENTS SOFTWARE

RESOLVED that

Edge IT be contracted for a period of 3 years to provide software for Finance and Allotments with asset management for a cost of £1274.70 per annum and set up costs of £662.

The Clerk reported that it was planned to change software systems most likely at the end of quarter 3.

F.025/20 PAYROLL PROCESSING

Software provision for annual leave and sickness monitoring was discussed however work would be required to improve IT access for all in order for this to be considered. Until such time as the Council was ready a provider for Payroll was felt to be the most prudent

RESOLVED that

Livepay be appointed as Payroll providers for the Council at a cost of £40 a month plus set up fees of £100 plus £2.95 per employee

F.026/20 INTERNAL AUDIT REVIEW

RESOLVED that

An internal audit review group be set up with Cllrs Wendy Matthews and Julie Cook.

This item to be placed on the Council agenda for other councillors to consider assisting

F.027/20 INSURANCE

The updated quotes and schedules from the insurer were considered. Councillors sought further information regarding the re-instatement cost differentials between the office and the Pavilions and the insurance arrangements of the Bowls Club. To be reconsidered at the next meeting with additional information.

F.028/20 GRANTS

Councillors considered the grant application from the Poynings and Ridings Road Fund and felt that the proposals were not environmental friendly and that an approach using planting and management to control weeds would be a preferable approach. The grant application was refused

F.029/20 AGENDAS, DOCUMENTS AND ACCESSIBILITY

The Clerk reported on the difficulties being experienced in constructing agendas that meet the accessibility criteria just by using word. Councillors asked the Clerk to investigate more accessible solutions and report back to Committee.

F.030/20 BUSINESS CONTINUITY

Councillors considered the draft continuity plan and recognised the challenges that were facing the Council in maintaining as much of the service as possible. The Clerk was requested to keep the Plan under review and to consider periods of one week rotas for staff working in the office where practicable.

F.031/20 BANKING

The difficulties being experienced with Metro Bank were considered

RESOLVED that

The Clerk be delegated to monitor the situation and if difficulties are still experienced to move to Unity Bank

F.032/20 WEBSITE/PRESS RELEASES

The committee requested that the community be informed of the Healthy Streets surveys that are being undertaken and the times that the surveyors will be in the High Street

The meeting closed at 7.44pm

Signed Chairman

Date