

## THE IVERS PARISH COUNCIL

### MINUTES OF A MEETING OF THE POLICY, FINANCE & GENERAL PURPOSES COMMITTEE HELD ON 15<sup>th</sup> May, 2019 at 7.30 PM IN THE MEETING ROOM, COUNCIL OFFICES, THE IVERS PARISH COUNCIL.

**Present:** Councillors Wendy Matthews, Ann Mayling, Carol Gibson and Chris Jordan.

**In Attendance:** Dawn Fleming (Clerk).

**Minutes taken by:** Dawn Fleming.

In accordance with the Standing Orders of The Ivers Parish Council, Cllr. Wendy Matthews as the outgoing Chairman chaired the first item for election of the new Chairman.

#### **1 ELECTION OF CHAIRMAN**

Cllr. Wendy Matthews asked for nominations for Chairman. Cllr Matthews was proposed by Cllr. Ann Mayling and seconded by Cllr. Chris Jordan. There were no other nominations. It was:

**RESOLVED: that Cllr. Wendy Matthews be elected as Chairman for the forthcoming year.**

#### **2 ELECTION OF VICE CHAIRMAN**

The Chairman asked for nominations for Vice Chairman. Cllr. Ann Mayling was proposed by the Chairman, and seconded by Cllr. Carol Gibson. It was:

**RESOLVED: that Cllr. Ann Mayling be elected as Vice Chairman for the forthcoming year.**

#### **3 ELECTION OF MEMBERS OF SUB-COMMITTEES**

a) Following discussion, it was agreed that all committee members are part of the Human Resources Sub-Committee. It was:

**RESOLVED: All committee members are considered members of the HR Sub-Committee.**

b) The next meeting date for the HR Sub-Committee was agreed as Thursday 18<sup>th</sup> July at 2pm

#### **4 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs. Chris Woolley, Karanveer Bembey, Jyoti Kaushal, Bill Lidgate and Jacquie Bryson.

#### **5 DECLARATIONS OF INTERESTS**

No declarations of interest were received.

#### **6 THE MINUTES**

To confirm as correct the minutes (previously circulated) of the meeting held on the 27<sup>th</sup>

March 2019 and to authorise the Chairman to sign the same. It was:  
**RESOLVED: to sign the minutes as a correct record of proceedings.**

## **7 CLERK'S REPORT**

- a) Chainsaw Felling Medium Trees course, further detail of this course had been requested at the previous Finance and Policy meeting. This has been looked at with the groundsmen and, whilst it would be a good course for them to attend, there is little need for this on a day to day basis. After discussion it was:  
**AGREED: Not to take this further training forward.**
- b) Membership renewal Clerks and Councils Direct Magazine - Current membership expires shortly and the renewal for 2019/20 is £12.00. It was:  
**AGREED: To renew membership for 2019/20 at a cost of £12.00.**
- c) Membership renewal LAANC – current membership expires shortly and the renewal for 2019/20 is £108.00. It was:  
**AGREED: To renew membership for 2019/20 at a cost of £108.00**
- d) Necessary building works undertaken on garage door to replace the one damaged in the burglary in the sum of £916.80. The latter cost was covered by the insurance. It was:  
**NOTED: that these works had been undertaken.**

## **8 CHAIRMAN'S REPORT**

- a) The new contract for H&S and HR Provision was not as per the quotation received. There is no ability to cancel for 3 years without incurring the full cost of the contract which still has over 2 years to run. The new Clerk has much experience in H&S and HR so after discussion it was:  
**AGREED: That the Clerk would undertake/oversee the additional requirement for H&S and HR that isn't covered by the contract.**
- b) Windowflowers hanging baskets quotation – previously circulated, in the sum of £5,79130. See point 15
- c) The new car park at Iver Recreation Ground is nearly finished. An invoice in the sum of approximately £55,000 has been received, which has been previously circulated. Some additional costs still to come for lighting in the sum of £3,964.33. See point 15.

## **9 INSURANCE RENEWAL**

The Clerk detailed the insurance renewals received from our broker. Taking into account our long term agreement (expires 31<sup>st</sup> May 2020) the premium for the main policy for 2019/20 is £7,772.95 (inclusive of insurance premium tax). It was noted that the reinstatement costs for two of the buildings was understated. It was:  
**AGREED: To accept the renewal quotation in principle in the amount of £7,772.95 subject to further discussions with the insurance company and to get reinstatement valuations for the properties as soon as possible.**

With regard to the Agricultural Policy covering two tractors and two motor vehicles, the cost of the motor vehicle renewal has risen over 60% and the Clerk has requested of the Insurance Company to remove the road vehicles and to obtain a cheaper quote. After discussion it was:

**AGREED: To accept the renewal quote of £2,340.76 in principle until a lower quote (or quotes for separate vehicle and agricultural policies) can be obtained.**

## **10 REPORTS FROM WORKING GROUPS**

- a) Christmas lights event – The Clerk will convene a meeting of the Christmas Lights Event Working Group on Monday `22<sup>nd</sup> July at 6.00pm and will report at the next meeting.
- b) Community Events – It has been agreed that there should be no more than 3 community events in any 12 month period. Christmas Events (above) is largest, with an event in Iver Heath in the summer (Sunday 28<sup>th</sup> July, Sunday Funday) and possibly Richings Park in late Autumn. The event in Iver Heath will be free entry and free activities for all.
- c) Neighbourhood Plan (see item 13)

## **11 LAF PROJECT**

No update

## **12 UPDATE ON COMMUNICATIONS PLANNING**

There have been many advances in approach to communications with residents over the last 2 years. The website sees significant use along with Facebook and Twitter. Recent addition to the website is the Youth Directory promoting the work in the Parish for children and young people. This helps address issues identified in the Youth Research conducted last year. Noticeboards are being kept up to date with a clear policy for non TIPC materials. A full page each month in the 'In and Around' magazine including a list of TIPC meetings in the month. With regard to internal communications, the emphasis is on managing contacts from members of the public and other communications within TIPC. TIPC are looking for improvements in effectiveness and collaborative working to required standards. They are looking at how contacts are handled, response times, types of contact including identifying recurring questions or comments. The aim is to ensure consistency of response, speed of response against SLAs which will be agreed and resolving the query on first contact as much as possible. Communications should be positive if possible, clear and timely. The importance of planning communications to ensue residents are briefed on Parish planned activity in advance rather than reacting to queries / questions once they are underway has been highlighted.

## **13 NEIGHBOURHOOD PLAN/LOCAL PLAN**

Cllr Gibson did not have any further update on the Neighbourhood plan although consultation documentation has been issued in the last few days with regard to the Local Plan. The consultation is from 19<sup>th</sup> June for 6 weeks.

## **14 HEALTH AND SAFETY**

- a) Incident reports – nothing to report.

## 15 FINANCE

- a) The final end of year accounts will be brought to the next meeting, once the Auditor has been.
- b) To receive budget analysis papers for all council committees – It was:  
**RESOLVED: That the reports be noted.**
- c) A quote for the replacement lights for Iver Recreation Ground, in the sum of £3,964.33 has been circulated. It was:  
**RESOLVED: That the cost of the lights be accepted.**
- d) A quote for the hanging baskets for across the Parish in the sum of £5,791.30 has been circulated. It was:  
**RESOLVED: That the cost of the Hanging Baskets be accepted.**
- e) The Clerk made the Councillors aware of an emergency spend that had to be made when the works were being undertaken at the Iver Recreation Ground for the new car park. Cables for the lighting were uncovered very close to the surface which necessitated a visit by SSE to disconnect the power. Additional works were then undertaken to make everything safe and relay the power to enable the new lighting to be fitted in due course. The cost for this work was estimated to be £102.00. It was:  
**RESOLVED: To accept the emergency spend agreed by the Chairman and the Clerk**
- f) The Clerk made the Council aware of the situation with regard to Metro Bank, the Bank used by the Council. It has been reported that Metro bank is seeking additional backers. It may be necessary to look at moving the Council's money to another bank. After discussion it was:  
**AGREED that the Council would look at setting up another bank account with a different bank.**

## 16 PRESS RELEASES/WEBSITE

No suggestions were made.

## 17 EXCLUSION OF THE PUBLIC AND PRESS

In accordance with the Public Bodies (Admission to Meetings) Act 1960, it was:

**RESOLVED: to exclude the public and press from the remainder of the meeting as matters which were to be discussed were considered to be confidential.**

## PART TWO

**Meeting finished at 10.00pm.**

Date of Next Meeting is on Wednesday 24<sup>th</sup> July 2019, 7.30 pm, The Ivers Parish Council Offices.

Signed.....Chairman

Date.....