



## FINANCE COMMITTEE - 8th September 2008

### 19/FIN/08 Exempt Items

#### Restructure of grounds staff

After discussion it was agreed that it was not prudent to proceed with the recruitment of an apprentice groundsman at the moment as this would have a significant impact on the precept. The matter should be reconsidered in two years time at the latest.

It was agreed that the present part time grounds maintenance worker would have his working hours reduced from 2 to 1 day per week with effect from 1st October.

#### Remuneration

After discussion it was agreed that the following grade adjustments would be applied with effect from 1st April 2008.

<u>Job</u>	<u>From Grade</u>	<u>To Grade</u>
Clerk	SCP33	SCP35
Assistant Clerk	SCP16	SCP24
Groundsman	SCP18	SCP19
Cleaner/Caretaker	SCP7	SCP8

All cost of living awards would be applied, back dated to 1st April, when the Employers & Unions reached a settlement.

R Mullenger  
Chairman of the Council

H Linsley  
Chairman of Finance



#### **10/FIN/12 Consideration of revisions to Schedule of Charges**

The Clerk presented a schedule of charges showing suggestions for rates to be charged to any commercial businesses that wished to hire LPC facilities. He explained that certain grant application procedures required applicants to have such a two tier rate giving preferential rates to local charities.

After discussion it was agreed that the Clerk & Assistant Clerk would charge a premium on commercial hires but would be allowed to use their judgement to establish the charges.

#### **11/FIN/12 Consideration of grant applications**

The following grant applications were considered & agreed:

- Home Start Butser - £150.

The Chairman declared a prejudicial interest in the following application arising from his position as LPC's appointed representative to Rake Village Hall Committee.

- Rake Village Jubilee Picnic - £60.

#### **12/FIN/12 Any other business**

##### Newman Collard Tennis Courts

A letter had been received from Liss Tennis Club requesting that courts 1 & 2 be fully resurfaced in March 2013 but the NCPFT had not yet confirmed their preferred course of action. The Clerk would request NCPFT to submit their letter.

There was a discussion on what work was actually needed & Cllr Linsley felt that an independent evaluation needed to be carried out.

Cllr Logan said that two contractors had submitted quotations for the various options & that site visits had been carried out by LPC, NCPFT & Tennis Club representatives.

It was agreed that any works order needed to be placed as soon as practicable in order that contractors could ensure works would be done in March 2013.

It was noted that the Tennis Club wished to have conduit to the courts incorporated in the work in order to facilitate any future installation of floodlighting.

It was agreed that it might be best to secure planning permission for floodlights before any costs were incurred.

**Next Meeting: 19.30pm Tuesday 6th August 2012**

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Cllr Linsley asked if all the project funding was secured. Cllr Budden replied that there was a gap of about £100k at the moment but he was confident that it was attainable.

Cllr Wright asked if future architect's fees would be payable once the building work was started. Cllr Budden replied that was correct.

Cllr Budden said that some project funding would not be received until after the project was complete; this meant that LPC might need to cover £50-60k. It was agreed that bank loans would be utilised should the need occur.

#### **18/FIN/12 Consideration of grant applications**

There had been no grant applications.

#### **19/FIN/12 Any other business**

##### Audit

The Clerk reported that the Audit Commission had cleared the accounts for 2011/12 with no comments.

##### Telephone Account

The Clerk reported that Boxx Communications had solicited a transfer of the LPC account; savings on line rental & calls could be achieved. Members agreed that no change in present arrangements should be made.

##### Part time staff

The Clerk said that there was now a desperate need to get some assistance for the Groundsman. Contrary to some comments, this was not a case of creating new posts; there had been two full time & one part-time staff a year ago & LPC was now down to one full time employee only.

After discussion it was agreed that an interview with the individual who had approached LPC about part-time work be carried out by the Chairman of Grounds, office staff & the Groundsman. It was understood that any appointment would be for an initial period ending on 30th September.

##### Staff uniform work wear

It was agreed that polo shirts, work trousers & fleeces with an LPC logo be purchased for the Groundsman, the Caretaker & the Litter Picker at a cost of ££465.

It was agreed that protective chain saw trousers be purchased for the Groundsman at a cost of £55.

##### Groundsman's Phone

It was agreed to purchase a cheap pay-as-you-go phone for work calls only.

##### West Liss Pitch Repairs

A quotation for remedial work on the West Liss recreation ground pitch for £1160 had been received. Members agreed that the quotation be accepted & the work carried out as soon as possible.

##### Ride-on-mower

The Clerk reported that the LPC ride-on-mower was showing signs of age & that replacement should be considered.

It was agreed that the exact requirement be established & appropriate provision be included in the 2013/14 budget.

**Next Meeting: 19.30pm Tuesday 29th October 2012**

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	Note	£	£
Precept as presented			148370
Adjustments on running costs:			
Donation:			
LAHS donation	1	-300	
Home Start Butser		-10	
Hants Youth Orchestra	2	-60	
Petersfield Open Air Pool	3	-2875	
General donations		50	
Grounds Costs - tree surgery	4	2000	
Admin Costs - training	5	500	
Village Hall - gas/elect provision		600	-95
			<u>148275</u>
Adjustments on Project costs:			
Riverside Walk footpath grading		250	
Rotherbank Farm Lane Bridge repair		-270	-20
Adjusted precept			<u>148255</u>

#### Notes

- 1 It was agreed that, from documents submitted by LAHS, there was no reason to increase their grant.
- 2 It was agreed that LPC should focus on Liss based activities.
- 3 It was agreed that LPC should focus on Liss based activities & that there were adequate alternate facilities for residents.
- 4 It was agreed that there was a possibility of a great increase in tree surgery requirements.
- 5 It was agreed that provision be made for the training of grounds & admin. staff.

These adjustments gave a precept per dwelling, excluding pavilion development, of:

	<u>2012/13</u>	<u>2013/14</u>
Precept	143553	148255
Number of band D dwellings	2597.11	2614
Cost per dwelling	55.27	56.72
Increase %		2.62

The Clerk reviewed some of the earmarked reserves & explained some proposals:

Grounds equipment replacement: The sit-on mower was now past it's useful life & it was proposed to replace it with a more substantial & suitable machine. There was a second hand machine available locally that was being investigated. There was also a plan to replace a push mower & to purchase some tools. This could be achieved from existing reserves & the increased 13/14 year provision.

NCPF entrance gate: The Clerk explained that these repairs were the responsibility of LPC & needed to be carried out due to health & safety risks as well as aesthetics. Only one quote had been received so far, others would be obtained.

Office copier: The existing machine was now getting old & becoming unreliable.

#### Other matters discussed were:

The possibility of getting a franking machine to reduce postage costs.

Cllr Linsley suggested that all councillors should receive an allowance to cover the high cost of printing council related documents on home printers. It was agreed that no additional provision be made in the budget & that members should put claims in when necessary in order to establish the need for such a provision.

Cllr Linsley suggested that an independent firm be employed at a cost of about £1000 to review LPC grounds maintenance practises. It was agreed to make enquiries with Petersfield TC who were using the company to see what the benefits were, but no adjustments would be made to the budget proposals.

### Play equipment

A document outlining the proposed installation of some new play equipment at Newman Collard Playing Field had been prepared By Cllr Logan & the Assistant Clerk. The Clerk explained that there were funds in reserves as well as some available in Developers' Contributions Funds available; it was also intended to apply for grant funding. The Clerk asked if members were content that the Assistant Clerk proceed with compiling a proposal. Cllr Payne said that he was not content & that the matter should be discussed in Council & that no consultation had been carried out. The Clerk said that consultation had been made & the two items had been identified by village youth as what they wanted.

Other members were content that the project be pursued.

### **24/FIN/12 Consideration of the schedule of charges for the 2013/14 financial year.**

Members reviewed the proposed schedule of charges for 2013/14 & agreed all the proposed charges.

The Chairman explained to members that Cllr Logan had investigated the charges for allotments thoroughly & the new charges were intended to eliminate some disparities between different sites. He thanked Cllr Logan for the very detailed report that had been compiled.

The Chairman proposed an extension of no more than ten minutes & members agreed.

### **25/FIN/12 Consideration of grant applications**

The Clerk reported that the local walking group, Blisstestrs, had approached LPC for a contribution towards a memorial bench for Mrs Woodcraft. A grant of £200 was agreed.

Cllr Payne left the meeting at this point

### **26/FIN/12 Any other business**

#### Terms of reference of staff & remuneration committee.

It was agreed to defer this item until the next meeting.

#### Groundsman's Store

Cllr Budden said that alterations to the groundsman's store were necessary under employment law in order to provide adequate hot water & a dry area to change etc. It was thought that such alterations could be achieved for around £1000 & members agreed this proposal.

#### Urgent tree surgery

The Clerk tabled three proposals for works at NCPF totalling £1138. Cllr Mann said that he would seek an alternative quotation.

Cllr Linsley thanked the Chairman for managing the meeting so well.

**Next Meeting: 19.30pm Monday 28th January 2013**

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