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To: Members of the General Purposes and Finance Committee

Mr W Binns

Mr P Vickers

Mrs M. McLean

Mr A Wade

Mr G Parkes Vice Chairman

Mr M Wade (ex officio)

Mrs M Robinson Chairman

Mr D Smith (ex officio)

Mr M Short

and remainder of the Council for information

AGGPF134

21 April 2009

Members of the General Purposes and Finance Committee,

Are hereby summoned to attend the General Purposes and Finance Committee to be held in The Grove, 25 St. John's Street, Hythe, on Monday next 27 April 2009 at 8 pm.

Yours faithfully

Clerk to the Council

AGENDA

- 1 Apologies for absence.
2. To sign the Minutes of the meeting of the Committee held on 16 February 2009.
3. Notification of any other urgent business to be raised at the end of the meeting.
4. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
5. Public Participation Period.
6. Highway and Traffic Issues within the Parish.
7. The New Forest District (Fairview Parade, Beaulieu Road and Jones Lane, Hythe)(Parking Places and Retention of Waiting Order 2009)
8. The New Power of Wellbeing.
9. Update on Young Person Strategy Group.
10. Update on Older Person Strategy Group.
11. Annual Review of Business Risk and Insurance Arrangements.
12. Interim Internal Audit Report (2008/2009).

13. Chairs at Parish Hall.
14. NALC Annual General Meeting – 4 September 2009.
15. Minutes of Annual Parish Meeting.
16. Accounts for payment.
17. Any other urgent business concerning the Committee.
18. Exclusion of Press and Public.
19. Acceptance of Price for Provision of Disabled Access at Rear of The Grove.

HYTHE AND DIBDEN PARISH COUNCIL

GENERAL PURPOSE AND FINANCE COMMITTEE

AGENDA NOTES FOR 27 APRIL 2009

Item 6 Highway and Traffic Issues within the Parish

At a previous meeting it was agreed to bring forward any issues to this meeting. It is anticipated that officers from both the District and County Council will be in attendance. Issues currently identified so far include –

- Large vehicle route into Hythe Marine Park and Hythe Centre.
- Lorry access to Southampton Road at Junction opposite St. Michael's Church.
- Change Southampton Road to 30mph from Claypits Lane to existing 30mph zone.
- Provision of Pedestrian refuge Langdown Lawn.
- Introduction of 20mph in Hythe Centre from Southampton Road.
- Status of A326 – is it a clearway, if not should it be to prohibit parking on main highway.
- Improved signage/control of pedestrian area on the promenade.

Members' views are requested.

Item 7 The New Forest District (Fairview Parade, Beaulieu Road and Jones Lane, Hythe)(Parking Places and Retention of Waiting Order 2009)

Attached are plans showing the proposals for each of the two locations.

In respect of Fairview Parade the effect of the Order will be to introduce the following waiting restrictions and parking places.

No waiting at any time in parts of Fairview Parade and Beaulieu Road

Limited waiting (2 hours 9am – 6pm Mon to Sat) in parts of Fairview Parade

Limited waiting (4 hours 9am – 6pm Mon-Sat) in parts of Fairview Parade

Disabled badge holder parking in part of Fairview Parade

In respect of Jones Lane

Limited waiting (1 hour 8am – 7pm Mon-Sat except resident permit holders) in part of Jones Lane.

Member's views are requested.

Item 8 The New Power of Wellbeing**Background**

The "power of wellbeing" is the informal name given to the statutory power enabling a Local Authority to do anything which it considers likely to achieve the promotion or improvement of the economic, social or environmental well being of their area.

Previously this power was only available to principal Authorities. However Section 77 of the Local Government and Public Involvement in Health Act extended the power of wellbeing to eligible Parish and Town Councils.

Without this power Parish and Town Councils can only act in accordance within the duties and powers set out in legislation or under the provisions of Section 137 which has constraints. The power of well being removes these constraints.

In order to use the "power of wellbeing" the Council must meet a number of criteria and pass a resolution to this effect at full Council.

Criteria

The eligibility criteria to use the power are as follows:-

1. At least two-thirds of the total number of seats on the Council (excluding appointed Councillors) must have been filled by candidates who stood for election at the last ordinary elections.

Hythe and Dibden meet this criterion.

2. The Clerk must be qualified through CILCA, local policy or similar advanced professional qualification from the University of Gloucestershire. However if the "power of wellbeing" was not part of that qualification, the Clerk must pass the required element (section 7 of CILCA 2008) as a separate test.

Both the Clerk and Deputy Clerk of the Council have attended a training course on the power and are in the process of completing section 7 of CILCA. Both took and passed CILCA prior to the inclusion of section 7.

3. At least 80% of the members of the Council **must** have attended a training event on the power of wellbeing designed as part of the National Training Strategy.

A training session to be run by Hampshire Association of Local Councils has been provisionally arranged between 6.00pm and 7.45pm on 11 May 2009 prior to the Council meeting. The Planning Committee due to be held prior to the Council meeting will be cancelled, and any urgent planning applications will be considered at the Planning Committee after the Council meeting.

4. The local Council must have published a "Statement of Intent for Community engagement", explaining how it will involve persons and organisations interested in the wellbeing of the area – e.g. the Policy, Health Authority, voluntary organisations, businesses, schools and youth groups.

A draft "Statement of Intent for Community Engagement" is attached for consideration by the Committee.

Once a local Council meets the criteria, it can pass a resolution at full Council to that effect and as a result can then use the new power.

The resolution then remains in effect until the day before the Annual Meeting after the next ordinary elections; the resolution also means that the Council is no longer able to use section 137 for expenditure for the same period.

When deciding to use the power the Council should have regard for the principal Authorities "Sustainable Community Strategy".

Way forward

Whilst the council has so far managed to achieve its goals within the legislation, it proposed that the Council should put in place all the mechanisms to enable it to pass a resolution at full Council should the need arise.

Members are asked to –

- a) note the report and planned training event.
- b) consider and agree/amend the "Statement of Intent for Community Engagement".
- c) agree the proposed way forward.

Item 9 Update on Young Persons Strategy Group

The Group continues to meet on a regular basis and in addition to working on current initiatives have identified a number of new items to take forward for further investigation and action. They include –

- Organising an "open day" type event to promote local activities available. Clayfields Recreation Centre is a possible venue.
- Produce videos made by young people for young people on what to do in the Parish.
- Hold an art competition considering the painting of a mural.
- Investigate increasing access to learning to sail facilities.
- Development of a holiday football/rugby school.
- Investigate the possibility of "fun" events i.e. boat trips, coach trips etc.
- Continue with extending the Youth Club hours as a drop in centre.

It was reported that the Youth Club had been successful in obtaining a grant of over £40,000 to pay for upgrading the kitchen and toilet facilities at the Youth Club.

Members are asked to note the report.

Item 10 Update on Older Persons Strategy Group

Following the success of the Youth Participation Group an Older Persons Strategy Group has been set up. During the first two meetings, a definition of the age group to be included was clarified - it was agreed there should be 4 groups; Younger Old 55-64,

Third Age 65-74, Active Frail 75-84 and Frail Elderly 85+ these are not exclusive and it was acknowledged that younger, less able people might come within the first group.

A draft Terms of Reference has been put forward "The objective is to identify and action strategies and projects that can be carried out within the parish of Hythe & Dibden to enhance the lives of older people. In doing this we recognise this may need to take into account the needs of vulnerable people over the age of 55 (?) along with those needs more important to people aged 65 and over. The aim is, following suitable consultation, to draw up an Older Persons Action Plan clearly identifying these needs and courses of action and to encourage partnership working to enable the projects to be achieved."

An initial SWOT Analysis was also carried out to give an early indication of the areas that may need to be looked at and a questionnaire based on the NFDC Older Persons Action Plan's '7 Dimensions of Independence' is being put together to go out for consultation to the wider community.

Members are asked to note the report.

Item 11 Annual Review of Business risk and Insurance Arrangements

Financial regulations require the Council's risk management and subsequent insurance cover is reviewed on an annual basis.

Risk Management

Attached is an updated schedule of risks showing action taken, future action and any review dates.

Members are asked to review the schedule and add, delete, amend and agree the schedule of risks.

Insurance

Attached is the schedule of insurance which is due for renewal in July 2009. The long term agreement also ends at this time and tender documents have been prepared for the future provision of insurance cover.

Members are asked to review and agree the insurance schedule.

Item 12 Interim Internal Audit Report

Attached is the Interim Internal Audit Report for 2008/2009. The Report only contains one recommendation which has already been implemented and a new procedure document/checklist issued. The recommendation is contained in the action plan at the end of the Report along with the proposed Council's response. The final Internal Audit is due on the 19 May 2009.

Members are asked to consider the Report and agree the proposed response to the Action Plan.

Item 13 Chairs at Parish Hall

Members will be aware that the chairs at the Parish Hall are in an unsatisfactory condition and have been the subject of complaints from hall users.

Investigations have taken place into finding suitable replacements. As part of the process a number of chairs were received by the Council as samples and have been tested by tenants and visitors to The Grove, Parish Hall users, Members and Officers.

A clear favourite was identified and further investigations have discovered that this type of chair is the first and only chair of this type to receive an "Ergonomics Excellence Award".

A number of quotations to purchase an initial 100 chairs were sought however due to the specification of this particular chair and the fact that it is built by one company it has not been possible to gather direct like for like comparison costs. The prices that were received for the other sample chairs indicate that the price to supply the favoured chair is reasonable. In addition it has been possible to negotiate the inclusion of the safety chair links into the purchase price therefore saving the Council approximately £400.00.

As a result an order for the 100 chairs at a cost of £6800 has been placed with the supplier using Standing Order number 73.5 which states

Nothing in these standing orders shall require quotations/tenders to be invited if the price is wholly controlled by a trade organisation or government order and no reasonable satisfactory alternative is available or if for some other reason there would be no genuine competition.

Members are asked to note the report.

Item 14 NALC Annual General Meeting 4 September 2009

Attached is an email from Hampshire Association of Local Councils regarding the process for submitting motions to the meeting. The closing date for receipt of motion by 15 May 2009.

Member's views are requested.

Item 15 Minutes of the Annual Parish Meeting held on 30 March 2009

A copy of the Minutes is attached.