

DAVID SHIMPE Clerk to the Council

Tel: (023) 8084 1411

Ext: 207

Fax: (023) 8084 2181

email:david.shimpe@btconnect.com

To: Members of the General Purposes and Finance Committee

Mr W Binns

Mr G Jones

Mrs M. McLean

Mrs M Robinson Chairman

Mr M Short Vice Chairman

and remainder of the Council for information

Mr A Wade

Mr M Wade

Mr D. Smith (ex officio)

Mr J. Bennett (ex officio)

AGGPF143

20 April 2010

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 26 April 2010 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 15 February 2010.
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. Community Safety Update.
7. Annual Review of Business Risk and Insurance.
8. Allowances to Members of Parish and Town Councils.
9. Proposed Changes to the Council and Committee Cycle.
10. Review of Financial Regulations and Standing Orders.
11. Proposed Contribution to Refurbishment of Finger Posts Hythe Centre.
12. Suggested Hythe Marine Park Direction Signing.

13. NALC – Towards a Development Strategy and Business Plan 2010 -2015 – Consultation Paper.
14. Minutes of the Annual Parish meeting held on the 29 March 2010.
15. Accounts for payment.
16. Any other urgent business concerning the Committee.

HYTHE AND DIBDEN PARISH COUNCIL

GENERAL PURPOSE AND FINANCE COMMITTEE

AGENDA NOTES FOR 26 APRIL 2010

Item 6 Community Safety Update.

As members will be aware the whole of the New Forest Accredited Safety Officers team has been based in The Grove for a number of years. In addition the team have been parking vehicles in the workshop compound, however as a result of the area they have to cover, the team have relocated to a new location at Millbrook. However negotiations have been held with HCC in order to minimise any impact on both the operation of the Hythe and Dibden Community Safety Service and the Councils finances. The result of the negotiations is as follows:

Operational

- a) Our newly appointed ACSO will start and finish at The Grove. The second officer will start and finish at Millbrook.
- b) The additional shifts they are providing at no additional cost will start and finish from Millbrook.
- c) The Hythe and Dibden Officers will attend a team briefing at Millbrook on a Wednesday morning for a maximum of two hours (including travelling)
- d) The two dedicated officers will continue to operate out of our office
- e) We will monitor the impact on the service and have said we will review every six months

Financial

- a) In respect of office accommodation we have agreed that HCC will pay up to and including the 26 May 2010. We have started the process of looking for a new tenant.
- b) Currently HCC pay for the parking of the ACSO's vehicles at the workshop (£2400 per annum). In order for us to agree with the operational changes we have negotiated that they pay next years car parking charges in total as we would be unlikely to find a replacement tenant for this activity.

Members are asked to note the report.

Item 7 Annual Review of Business Risk and Insurance.

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 2010.

Members are asked to review and agree the insurance schedule.

Item 8 Allowances to Members of Parish and Town Councils.

Attached is a letter from New Forest District Council concerning the payment of allowances to Parish and Town Council members. Although this Council has already taken the decision not to pay members a basic allowance the Council has in the past agreed to pay travel and subsistence allowances which are also covered in the same document. Whilst the Parish Council does not have to adopt the panels recommendation it has to have regard to the recommendations. The main change relates to the payment actual expenditure in relation to subsistence rather than capped amounts (A copy of our existing policy is also attached).

Member's are requested to consider the panels recommendations and agree or otherwise the recommendations in relation to travel and subsistence allowances.

Item 9 Proposed Changes to the Council and Committee Cycle**Current arrangements**

Over the last twelve month period there were eight cycles of meetings as detailed below

Meeting	No	Total Time taken for meetings (Mins)	Average time per meeting (Mins)
Council	8	467	58
Amenities	8	330	41
GP&F	8	482	60
Sub Total		1279	107
Planning	20	889	45

Proposals

1. Dissolve the Amenities and General Purposes and Finance Committee and have twelve Council meetings each year to cover all activities except planning. Based on the figures above the average me per meeting would be around 107 minutes.

Advantages

- The number of meetings members attend would be reduced (e.g. one committee plus Council =16 meetings would now be twelve Chairman and Vice Chairman could attend all =24 meetings)
- All members would have an opportunity to debate all issues.
- Saving in paper
- Saving in officer time attending meetings
- Saving in heating and lighting at The Grove

- Reduction in Councils Carbon footprint e.g travelling to and from meetings, reduced paper and printing, lighting and heating at The Grove.

It is proposed that this should be introduced on a twelve month trial basis with a review after six months.

2. It is proposed that until the next Parish elections the meetings should continue to be held on a Monday evening however it is suggested from May 2011 the meetings should be held on every second Wednesday in the month.

Advantages

- Avoids conflicts with District Council meetings
- Avoids conflicts with public holidays
- Improved public accessibility with regular meeting dates

3. It is proposed to continue with a Planning Meeting prior to each Council meeting but start at 6.45 pm and finish at 8.00 pm

Advantages

- Improved public awareness that a Planning Committee would be held every second Wednesday of the month
- Would fit in with New Forest District Councils Planning Consultation period

4. Personnel sub-committee and working parties such as Play Equipment Working Party, Review of Internal Audit Working Party and Grants Working Party would continue to meet as necessary

Member's views are requested.

Item 11 Review of Financial Regulations and Standing Orders.

Financial Regulations

Attached is a copy of the Financial Regulations, which should members agree the proposed changes to the Council and Committee cycle has been amended to reflect the changes.

Members are requested to consider the Regulations and make recommendations to Council in relation to their adoption or otherwise.

Standing Orders

Over the last year to eighteen months NALC has been reviewing their model "Standing Orders". These have now been issued and a copy is attached. The Clerk has been through the new model orders and has adjusted the Councils Standing Orders where necessary. The changes are highlighted on the attached copy. In addition highlighted comments have been made alongside each NALC standing order with the suggested action. The current Council Standing Orders have also been amended to reflect the possible changes to the Committee structure.

Members are requested to consider the amended Standing Orders and make recommendations to Council in relation to their adoption or otherwise.

Item 11 Contribution to Refurbishment of Finger Posts – Hythe Centre

For a number of years the Parish Council has asked Hampshire County Council to have the missing arms replaced on the finger posts in the centre of Hythe. In the past there have been problems in getting suitable replacements. However the County Council has now obtained prices to repair the 4 arms on the 3 finger posts with three options

Option 1 – Replace 4 arms - £1345

Option 2 – Replace 4 arms and refurbish remaining arms - £2045

Option 3 – Replace 4 arms, refurbish remaining arms and refresh existing posts - £3025

Hampshire County Council has asked if the Parish Council would be willing to make a contribution to the cost to allow the preferred option 3 to be implemented.

Members views are requested.

Item 12 Suggested Hythe Marine Park Direction Signing

Attached is a copy of the above proposal which due to the timescales involved has been circulated to members prior to the meeting. Member responses were generally in support. However one member proposed the following question which has been passed on to both the District and County Council "If Dibden Purlieu roundabout signs are also to be updated, then presumably they would also indicate the "straight on" required for the Marine Park. Do we know whether they are doing that roundabout as well as Hardley?"

Members are asked to confirm their support for the proposal.

Item13 NALC – Towards a Development Strategy and Business Plan 2010- 2015 – Consultation Paper

At the last Council meeting it was agreed to refer the above document to this committee for comment. The document along with the questionnaire is attached. In order to assist in this process the Clerk has completed the form in draft.

Member's are requested to consider the above document and agree/amend the draft response.

Item 14 Minutes of the Annual Parish Meeting held on 29 March 2010

Attached are the minutes of the above meeting.