

DAVID SHIMPE Clerk to the Council

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To: Members of the General Purposes and Finance Committee

Mr G Jones

Mr M Short

Mrs M. McLean

Mr A Wade

Mr R Newell

Mr M Wade

(ex officio)

Mr G Parkes Vice Chairman

Mr D Smith

(ex officio)

Mrs M Robinson Chairman

and remainder of the Council for information

AGGPF125

8 April 2008

Dear Sir/Madam,

A Meeting of the **General Purposes and Finance Committee** will be held at **The Grove, 25 St. John's Street, Hythe, on Monday next 14 April 2008, at 8 pm**, when your attendance is requested.

Yours faithfully

Clerk to the Council

AGENDA

- 1 Apologies for absence.
2. To sign the Minutes of the meeting of the Committee held on 18 February 2008.
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. Minutes of the Annual Parish Meeting held on 31 March 2008.
7. Notes of Internal Audit Working Party.
8. Internal Audit Arrangements 2007/08.
9. Update for Young Persons Involvement Strategy Group.
10. Review of Protocol – Attendance at Committees of non Committee Members.
11. Local Bus Services – Consultation on Supported Services.
12. Annual Review of Business Risk Assessment and Insurance Arrangements.
13. Accounts for Payment.
14. Any other urgent business concerning the Committee.



HYTHE AND DIBDEN PARISH COUNCIL

GENERAL PURPOSE AND FINANCE COMMITTEE

AGENDA NOTES FOR 14 APRIL 2008

Item 6 Minutes of the Annual Parish Meeting held on 31 March 2008

Attached.

Item 7 Notes of the Internal Audit Review working Group

Attached are the notes of the working Group's meeting held on 31 March 2008. The minutes contain a number of recommendations to this Committee.

Item 8 Internal Audit Arrangements 2007/08

The Council's current Internal Audit service was awarded to a one man organisation following a competitive tendering exercise. Unfortunately the person concerned has been very ill and has undergone major surgery. Although he had carried out checks over the first three quarters, at this stage we are unaware when he will be fit to return to work. As it is the end of the financial year the Clerk has engaged Auditing Solutions Ltd to conclude the audit to ensure that we meet the statutory deadline for closing and approving the financial accounts.

Members' are asked to note the report and approve the Clerk's action.

Item 9 Young Persons Involvement Strategy – Update

Work on the projects agreed by the Council has been ongoing. Set out below is an update on main items.

Drop in Centre – Hythe Youth Club –

Opening on additional days Monday to Thursday to be phased in gradually from April.

Bid being submitted to Youth Opportunity Fund for a major refurbishment of Youth Club.

Youth Shelter – Netley View –

Improvements to be made to weather proofing during May/June

Youth Shelter – New –

Potential locations have been identified, proposals being developed for consultation with all concerned.

New Kick-about pitch, Shore Road Playing Field –

Completed.

Improve communications –

Work being carried out to improve the use of “Infofly” website and youth text system.

The Chairman and Clerk have met with the head teachers of Noadswood, Applemore, Oak Lodge with a view to making greater use of the facilities and communication systems. Schools agreeable to ideas such as dedicated notice boards, links on websites and use of their general communications.

Preparations are in hand to develop a young person's version of the “Parish Picture”.

Film shows for Younger People –

Arrangements being made for the first showing at the end of June.

Item 10 Protocol for Attendance of Non Committee Members at Committees

The attached protocol was introduced during last year for a six month trial period. This period is now up and members are asked to consider whether they wish to continue with the protocol and to include it in the Council's Standing Orders.

Member's views are requested.

Item 11 Local Bus Services – Consultation on Supported Services

Attached is correspondence from Hampshire County Council seeking views on supported bus services in the Totton and Waterside areas. Comments are sought by the 25 April 2008.

Member's views are requested.

Item 12 Annual Review of Business Risk Assessment and Insurance Arrangements

Financial regulations require that the Council's risk management and subsequent insurance cover is renewed 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 or amend and agree the schedule of risks.

Insurance

The current insurance contract is due to be re-tendered in 2009. Attached is the current schedule of insurance which will be renewed in July 2008.

Members are asked to review and agree the schedule of insurance.