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To: Members of the General Purposes and Finance Committee

Mrs M. McLean

Mr G Parkes

Mrs M Robinson

Mr M Short

Vice Chairman

Chairman

and remainder of the Council for information

Mr P Vickers

Mr A Wade

Mr M Wade

Mr D Smith

(ex officio)

(ex officio)

AGGPF129

2 September 2008

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 8 September 2008, 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 14 July 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. Discussion with Inspector Leckey from Hythe Police Station.
7. Community Safety – review of Current Contract Arrangements.
8. Quality Parish and Town Council Scheme – Application for re-accreditation.
9. Training - Statement of Intent.
10. Results of Hotel Survey.
11. Grant Applications 2008/09.
12. Speed Limit Reminders (SLR) and Speed Indicator Devices (SID).
13. Hampshire Association of Local Councils – Annual General Meeting – 27 September 2008.

14. Supported Bus Services in Totton and Waterside area.
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 8 SEPTEMBER 2008

Item 7 Community Safety – Review of Current Contract Arrangements

Accredited Community Safety Officers

An SLA was agreed in 2006 to provide the service for a three year period which is due to expire in 2009. The SLA is terminable by 4 months notice from either party.

The service provides two dedicated officers which are managed by the Hampshire County Council but the officers are tasked by the Parish Council staff.

Currently the team operate a four week rota and cover every Friday night. The agreement allows for a minimum of 80% cover in times of sickness and holidays, however to date 100% cover has been maintained. Statistically when the team is on duty there is a reduction in calls to the 101 number. The budgeted cost of the service in 2008/09 is £64630.

A copy of a review of the service by Hampshire County Council along with proposals in respect of the next three years will be circulated prior to the meeting.

Members are asked to consider extending the service for a further three years.

Police Community Support Officer

The initial agreement was for a period of 2 years which ends in July 2009.

The Council makes a contribution of £6000 per annum. For this contribution the Officer is dedicated to the Parish and will not be redeployed unless there is a major emergency.

Members are asked to consider extending the service for a further period of two years.

Item 8 Quality Parish and Town Council Scheme – Application for re-accreditation

The Scheme was launched in 2003, Hythe and Dibden was awarded Quality Status in December 2004. The award has to be re-applied for every four years.

During 2006 a review of the Scheme was carried out by the University of Wales. As a result a number of amendments have been made to the Scheme, which all applicants will have to comply with either on their initial application or subsequent re-accreditation application.

The changes to the Scheme are as follows –

- Electoral Mandate Test – Councils will be required to show that at least two-thirds of Councillors were elected (Elected can mean either at a contested or uncontested election).

- Council Minutes – Councils will be required to publish draft minutes of meetings within two months of it taking place and make them available for inspection by any electors in the Parish.
- Communications and Community Engagement (Mandatory) – Councils will be required to have a website which provides a list of Council Members and Officers, details of how they can be contacted and which also provides access to the Annual Report. Councils will also be required to have an email address that is publicly available. Councils will now have the option of either producing their own newsletter or contributing to a community newsletter.
- Communication and Community Engagement (Discretionary) – Two new options have been added. A Community Engagement Strategy has been formulated and Councils provide a regular weblog on their website about Council activity or encourage the community to talk to them through an active forum or through surveys on the website
- Code of Conduct Test – Councils will be required to have formally adopted section 12(2) of the Code of Conduct.

In addition to the amendments three new tests have been added.

- Promoting Local Democracy and Citizenship. Councils will be required to demonstrate that they work proactively to support local democracy and citizenship.
- Terms and Conditions – Councils with a paid Clerk will be required to provide evidence that they have adopted (as a minimum) the NALC/SLCC Terms and Conditions agreement and provide evidence in the form of a Statement that they have issued all paid members of staff with a Contract of Employment.
- Training – Councils will be required to provide a training “Statement of Intent” which shows that the Council had identified areas of training need for both staff and members. The Council is able to identify the new tests with the exception of training however a separate item is included on the Agenda in respect of the training “Statement of Intent”.

The cost of re-accreditation is £235. for a further four years.

Members are asked whether we should seek re-accreditation.

Item 9 Training – Statement of Intent

If members have agreed to seek re-accreditation then it will be necessary for the Council to provide a Statement of Intent in respect of Training. Attached is a document from NALC entitled “Training – A Guide to Quality Status” which sets out the process. Attached is a draft of a statement which members are asked to consider and to make recommendations to Council.

Item 10 Results of Hotel Survey

At a previous meeting of this Committee it was agreed to employ specialist consultants to investigate hotel provision in the parish as part of the Healthcheck process. Attached is a copy of the report completed by the Consultants.

Members are asked to consider the report and to note its recommendations and conclusions.

Item 11 Grant Applications 2008/2009

Attached is a spreadsheet showing the initial grant application for 2008/09 along with the recommendations of the grant working party.

Member's views are requested.

Item 12 Speed Limit Reminders and Speed Indicator Devices

Speed Limit Reminders (SLR)

At the last meeting it was reported that the costs were awaited for the purchase of a "Speed Limit Reminder" (SLR). The costs are –

Purchase of sign approximately	£3,000.
Cost of Installation	£259
(for a week in each direction attached to an existing lighting column by an external contractor)	

However the District Council have also indicated that the Hampshire County Council place restrictions on the use of SLR's and are about to issue revised guidance. Their advice is not to proceed with a purchase at this time.

Member's views are requested.

Speed Indicator Devices (SID)

We have received two letters from New Forest District Council seeking a Financial contribution to fund the installation of a sleeve to allow the deployment of a SID device in the following locations, Deerleap Way and Sizer Way. At both locations it will be necessary to provide and install a sleeve for a pole to be used for the SID. The cost is £376 per installation. There is approximately £1200.00 in the road safety budget.

Member's views are requested.

Item 13 Hampshire Association of Local Councils – Annual General Meeting – 27 September 2008

The Annual General Meeting is due to take place on 27 September 2008. The Chairman or Vice Chairman, or substitute usually attends as the Council's nominated representative. However at the Annual General Meeting we are allowed to have two delegates although there is only one vote per Council. With New Milton and Totton Town Council no longer in membership of the Association, Hythe and Dibden is now the largest Parish or Town Council in membership.

At the AGM the affiliation fees are agreed for the next year. The fees for Hythe and Dibden for 2009/10 are proposed to be £905 (£803 2008/09) increase of 12.2% discounting the increase in our electorate members. The increase is to cover inflation and the provision of a legal advice service. These fees do not include the fee to NALC which has yet to be received.

Members are asked to consider agreeing a second delegate to attend the Meeting.

Item 14 Supported Bus Services in Totton and Waterside Area

Attached is an email from Hampshire County Council regarding Parish Councils contributing towards additional bus services.

Member's views are requested.