

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 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

AGGPF131

18 November 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 24 November 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 13 October 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 Update.
- 8 Proposed Schedule of Meetings 2009/2010.
- 9 Financial Regulations.
- 10 Budget 2009/2010.
- 11 Freedom of Information Act.
- 12 Measures to Improve A326.
- 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 24 NOVEMBER 2008

Item 7 Community Safety Update

The Accredited Community Safety Officers (ACSO's) continue to target known hotspots. Shift patterns have been altered to provide additional cover on a Wednesday evening. During the quarter ending 30 September 2008 there was a total of 84 calls to the dedicated Community Safety line and 54 calls to the 101 number. Over the year to 30 September 2008, 53 yellow cards have been used.

Work continues with Rainer on the woodland path restoration work. During the winter months further sessions have been planned with Rainer to assist in decorating, refurbishing the Youth Club.

PCSO Andy Mansbridge has now left his position to take the role of a police constable with another force. His replacement PCSO is Andy Spooner.

Members are asked to note the report.

Item 8 Proposed Schedule of Meetings 2009/10

Attached is the proposed Schedule of Meetings for 2009/10. Account has been taken of the published meeting dates for New Forest District Council.

Members' views are requested.

Item 9 Financial Regulations

As part of the last internal audit, amendments were suggested to the arrangements in respect of the recording of assets. This amendment has now been included in the Financial Regulations attached. (Paragraph 15.3).

At the same time the remaining Regulations have been reviewed and as a result the following minor changes are proposed.

4.4 It is suggested that this limit should be raised to £5000.

5.2 Amend last line to "...the G.P & F Committee or Council"

6.1 This paragraph to be amended to read –

"The Council's banking arrangements, including the Bank Mandate shall be made by the RFO and approved by the G.P & F Committee or Council. They shall regularly be reviewed as part of the Council's risk management process".

7.10 Delete the word "utility" from first line and add "/services" delete words in brackets in first line "(energy, telephone and water)".

11.2 Delete the word "books".

12.2 (v) Increase the amount to "£350" to reflect the current charge for a days audit.

15.3 After the first line add "The asset register shall be split between capital acquisitions (items with a value of £1000 or greater) and inventory items".

Item 10 Budget 2009/10

Attached is the budget report and papers for 2009/10.

Members are asked to consider the report and make a recommendation to Council.

Item 11 Freedom of Information Act

Under the above Act there is the duty of every public authority to adopt and maintain a publication scheme. With effect from 1 January 2009 all authorities must adopt the generic model scheme, copy attached. Appendix A. In addition Parish Councils have to produce a guide to information, which is based on a template issued by the Information Commissioners Office. A proposed copy of a guide to information is attached at Appendix "B". This is based on the Information Commissioners Guide and our existing scheme.

Members are asked to adopt the publication scheme and guide to information.

Item 12 Measures to Improve the A326

The attached letter was discussed at the meeting held on the 10 November 2008. Following the discussion it was agreed that a letter should be sent to Hampshire County Council expressing the Council's disappointment at not being consulted. A copy of the letter is attached.

It is recommended that the Committee should wait for the response from Hampshire County Council before considering the matter further.