**Draft Minutes of the Finance & General Purpose Committee meeting held on**

**Monday 13th January 2020 at 7:00pm in Wickham Market Village Hall,**

**Committee Room**

**Present**: Cllr Alan Biddle (Chairman) Cllr David Chenery Cllr Dick Jenkinson Cllr Emma Lawrence

**Officers in Attendance:** Jo Peters, Clerk to the Council. There were no members of the public present.

1. **To receive Apologies for Absence**

Apologies were accepted from Cllr Cooke. Committee members wished Cllr Cooke a speedy recovery.

1. **To receive Declarations of Interest**

Cllr Jenkinson declared a non-pecuniary interest as he is a member of WMP.

1. **To approve the draft minutes of the Finance & General Purpose Committee meeting held on Monday 4th November 2019**

A copy of the draft minutes had been circulated to all Committee members prior to the meeting**.** Cllr Jenkinson gave details regarding the ownership of the printer in the Resource Centre and confirmed this item needed to be added to the Parish Council’s Asset Register and stated printing carried out for the Village Hall New Build Group must be monitored.

**RESOLVED**

**Minutes of the meeting held on 4th November 2019 subject to amendments to Item 4 as discussed above were signed as a true record.**

1. **Open Public Session**

*Residents are invited to give their views and question the Parish Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.*

There were no members of the public present.

1. **To consider giving a donation to the Community 1st Responders for their services provided at the Christmas Market**

**RESOLVED** that a grant of £100.00 would be awarded to the 1st Responders.

1. **To consider the implementation of a Safeguarding Policy**

The Chairman stated this policy had not yet been drawn up and questioned if the Parish Council required a Safeguarding Policy. Following discussion, it was agreed this policy was required and it was agreed this matter would be deferred until the next Committee meeting.

1. **To consider the draft 2020/21 Budget and setting of the Parish Precept**

The Clerk/RFO had circulated a copy of the draft 2020/21 budget to all Committee members prior to the meeting. There was an in-depth discussion whereby all increases were considered. It was noted that Adrian Clarke, Handyman did a great job and made a significant difference to the village.

It was agreed all matters relating to cemetery costs would be recorded under the Cemetery budget including the Cemetery Clerk’s telephone expenses.

Room Hire was considered and it was felt that the Clerk should attend the Resource Centre for 3 two hour sessions, subject to WMP agreeing costs. The Chairman stated if necessary, this could be reduced to 2 two hour sessions. It was also suggested the Clerk has a diary and only allows a maximum of 15 minute sessions for members of the public and Council members during her Public Opening Sessions.

There was a discussion regarding the additional columns for Stationary & Printer Consumables and Climate Emergency and it was agreed the amounts allocated were sufficient.

The Chairman and the Clerk/RFO provided information regarding the E & L Committee budget and further to discussion regarding the hanging baskets it was agreed going forward only 10 hanging baskets would be erected on the Hill and the Clerk would look into obtaining some funding for some planters.

Cllr Jenkinson raised concerns regarding the lack of assistance in erecting the Christmas Trees last year and asked if going forward the Parish Council should take full responsibility for this task.

Cllr Jenkinson suggested the funds raised as a result of the raffle at both markets should appear within the year-end figures on the Markets column of the budget.

There was a discussion regarding the lease for the Simons Cross Playing Field and the current drainage issues relating to this land. Cllrs Jenkinson and Chenery reported on this matter and stated the problems on Simons Cross were related to the land leased from SCC. They advised on possible solutions and it was hoped the £5,000 allocated within contingencies should cover any short term solutions and there would not be a need to raise the Parish Precept to cover these works.

The Clerk/RFO reported on the proposed year-end figures and General Reserves and it was agreed these would be within the statutory requirement.

**RESOLVED**

(1) That subject to discussions to be held at the Extra-Ordinary E & L Committee meeting regarding drainage issues at Simons Cross and the Village Hall the F & GP Committee would recommend to full Council that the Parish Precept for 2020/21 should be increased to £70,000.00.

(2) That the Clerk will attend the Resource Centre for 3 two hour sessions per week subject to the Wickham Market Partnership agreeing to a reduction in existing hiring costs.

1. **Matters for the next meeting**

Review & Implementation of a Safeguarding Policy.

1. **Dates of 2020 meetings**

These were **Unanimously Agreed** by the Committee.

There being no further discussion the Chairman closed the meeting at 8:40pm

Signed………………………………………., Chairman Dated…………………..................