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

**Monday 2nd March 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

 Cllr Robin Cooke

**Officer in Attendance:** Jo Peters, Clerk to the Council.

There were no members of the public present.

1. **To receive Apologies for Absence**

None received.

1. **To receive Declarations of Interest**

Cllr Jenkinson declared a non-pecuniary interest as he is a member of Wickham Market Partnership.

1. **To approve the draft minutes of the Finance & General Purpose Committee meeting held on Monday 13th January 2020**

A copy of the draft minutes had been circulated to all Committee members prior to the meeting**.**

**RESOLVED**

Minutes of the meeting held on 13th January 2020 were signed as a true record.

1. **Open Public Session**

*Residents were 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, might not take part in the meeting itself.*

 There were no members of the public present.

1. **Update on Village Hall CIO, Bowls and Football Club leases**

The Chairman reported he had asked for this item to be put on the agenda and advised that the Village Hall New Build Group were finding it difficult to apply for grants due to the length of the proposed lease. Cllr Jenkinson confirmed the proposed term for the new lease was 25 years for the Village Hall and 10 years for the Bowls and Football clubs, but he had now been informed they all wish to have a longer lease.

The Chairman advised the Village Hall CIO would like to request their lease was changed to a 100 year term.

**RESOLVED**

That a meeting with Andrew Flemming, Blocks Solicitors be arranged to discuss outstanding matters and finalise leases. Cllrs Jenkinson, Chenery, Jo Peters and Philip Tallent to attend.

It was agreed the Clerk and Cllr Jenkinson needed to meet with the Football Club in order to discuss their proposed changes to the draft lease.

Cllr Jenkinson confirmed the Village Hall car park would be the responsibility of the Parish Council and maintenance costs would be split between the Bowls & Football clubs, the Village Hall CIO and Saxon Vets.

1. **To consider invoices received from WMP for Hire of the Interview Room**

Cllr Jenkinson stated room hire for Neighbourhood Plan meetings was paid for out of the grant funding received and other meetings were permitted as and when.

Cllr Jenkinson provided details regarding the arrangement for the Traffic & Parking Working Group and stated he would like to think that room hire for these meetings would remain free of charge. There was a brief discussion regarding Planning Committee meetings being held within the Atrium and Cllr Jenkinson requested that when Planning Committee meetings were held that the Clerk should inform Amy Drayson, WMP.

**RESOLVED**

The invoice to Wickham Market Partnership for £825.00 be paid and a letter be sent stating the Parish Council have included £900.00 within their 2020/21 budget for Room Hire which included either two or three 2 hour sessions as follows:-

(2 or 3, other changes in resolution)

Tuesday 11:00 – 1:00pm

Wednesday 10:30 – 12:30pm

Friday 10:30 – 12:30pm

1. **To consider contributing towards costs for gassing of rabbits carried out at Wickham Market Cemetery**

The Clerk had circulated details of these costs received from the local landowner to all Committee members. It was agreed that this matter be deferred to the E&L Committee as any payment would come from their budget.

**RESOLVED**

That this matter be deferred to the E&L Committee in April for determination.

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

The Clerk had circulated a copy of the draft policy to all Committee members.

Cllr Jenkinson suggested that a Safeguarding Officer should be appointed.

**RESOLVED**

Subject to minor amendments to include Section 5, as follows:-

**Safeguarding Officer**

The Safeguarding Officer will be the Parish Clerk. The responsibilities of the Safeguarding Officer will be as follows:-

* Good knowledge of the Safeguarding Policy and update with any necessary changes, subject to Approval.
* Monitor any complaints to ensure they are dealt with properly.
* Provide advice to Parish Councillors in role of Safeguarding Officer, as necessary.

the Safeguarding Policy dated 2.3.2020 was **Adopted.**

1. **To consider the draft 2020/21 Parish Council Objectives & Core Functions**

A copy of this document had been circulated to all Committee members.

**RESOLVED**

Review was carried out and amendments and additions were suggested by the Chairman.

1. **Matters of report and items for the next meeting**

Cllr Jenkinson gave details regarding the Men’s Shed initiative and reported there was interest but a location for a shed was still to be sought. He suggested this could be sited either on the Glebe allotment land or the Simons Cross Playing Field which is land that the Parish Council lease.

The Clerk reported she had just sent a VAT Reclamation to HMRC for £3,381.30.

There being no further discussion the Chairman closed the meeting at 8:05pm

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