



Wickham and Knowle Parish Council

Policy and Finance Committee

Minutes of the Policy and Finance Committee held at Knowle Village Hall

Thursday 23rd January 2025 at 9:20pm

Committee members present: Cllr Craig Manuel (Chair), Cllr Nic Holladay, Cllr Loraine Rappé, Cllr Sandy Phillips-Lee (Vice-Chair)

In Attendance: Sophie Thorogood, Parish Clerk & RFO

Members of Public: Cllr Kathryn Holladay, Cllr Sheila Chambers

- 1. Apologies for absence:** Cllr Robert Broad
- 2. Declarations of interest on agenda items:** None declared
- 3. Public Session:** 2 Parish Councillors as above.
- 4. Minutes of the meeting held on the 14th November 2024**
RESOLVED: Minutes of the meeting having been circulated were approved and signed by the Chair, as proposed by Cllr N Holladay, seconded by Cllr Phillips-Lee and carried.
- 5. Clerk's update:** The Clerk's update had been circulated with the document pack and was noted.
- 6. Budget monitoring for Q3 2024-25:** Monitoring report noted. **ACTION:** Clerk to add amended descriptions to headings for future reports.
- 7. Payments lists for October, November and December 2024:** The payments lists had been circulated with the document pack.
RESOLVED: To approve the payments lists for October, November and December 2024, as proposed by Cllr N Holladay, seconded by Cllr Phillips-Lee and carried.
- 8. Virement from reserves:** The draft budget prepared by Cllr Manuel and the Clerk was circulated with the document pack.
RESOLVED: To recommend to Full Council to approve a virement from general reserves to a maximum of £7,000 to cover the office conversion costs at Knowle Village Hall, as proposed by Cllr Rappé, seconded by Cllr N Holladay and carried.
- 9. Fixed Asset Register:** The current Fixed Asset Register was circulated with the document pack. Further work is needed to ensure accuracy of play area equipment. **ACTION:** Clerk to locate the Chair's Badge of Office.
RESOLVED: To recommend to Full Council to approve the Fixed Asset Register, as proposed by Cllr Manuel, seconded by Cllr Phillips-Lee and carried.
- 10. Review of Standing Orders:** The Standing Orders were last approved in May 2023, and a copy was included in the document pack. The Clerk is not recommending any changes at present, only for the Committee to recommend re-adopting them. Cllr N Holladay commented that having read them thoroughly, not all Committee chairs are following them, particularly with regards to members of public talking. **ACTION:** Clerk to prepare a small



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statement that could be read out by the Chair of each meeting to remind public.

RESOLVED: To recommend to Full Council to re-adopt the Standing Orders, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

11. Insurance Policy: The Clerk has discovered that the Council is in a 3 year Long Term Agreement (LTA) with Zurich and therefore cannot approach another insurance company. From having reviewed the current policy, the play equipment is not insured for material damage, and the general and office contents need to be increased. **ACTION:** Clerk to ask Zurich for quotes to increase the general and office contents, and for material damage to the play equipment.

RESOLVED: To recommend to Full Council to delegate to the Clerk to finalise the insurance policy, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

12. Utility Contracts: 4 out of the 6 current utility contracts expire in February & March 2025. The Council is now part of the Hampshire Framework and eligible to join the utility contract held by HCC. A comparison of current supplier quotes with the HCC Framework was circulated with the document pack. The accounts that would move at present are the gas account at Knowle Village Hall, and the electricity accounts at Knowle Village Hall, Wickham MUGA and Wickham Recreation Pavilion.

RESOLVED: To recommend to Full Council to approve joining the Hampshire County Council Framework for utility contracts, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

13. Bad debts:

RESOLVED: To recommend to Full Council to write off the £20 bad debt, and to recommend to Full Council that the customer with the £166 overdue invoice for graffiti removal is written to one last time for payment before a small claims court claim is instigated, as proposed by Cllr N Holladay, seconded by Cllr Manuel and carried.

14. To close meeting for confidential business.

15. To consider the Boston's rent: Full details of this are contained in a confidential minute

RESOLVED: To recommend to Full Council to approve an increase in the Boston's Barbers rent, as proposed by Cllr Manuel, seconded by Cllr N Holladay and carried.

Meeting Closed, 10:19pm

Signed.....

Date.....