



**DURRINGTON TOWN COUNCIL**

**COUNCIL OFFICE, VILLAGE HALL, HIGH STREET, DURRINGTON, SP4 8AD**

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**MEETING OF THE FINANCE AND HR COMMITTEE 18th JULY 2024 AT 6PM IN THE ROBINSON ROOM AT THE VILLAGE HALL.**

<b>Present</b>	<b>Cllr S Rennie  Cllr S Smith  Cllr P Galan-Bamfield  Cllr P Paul  Cllr M Wardell  Cllr I Silk</b>  <b>Jo Tudor</b>	<b>Chairman  Vice Chairman</b>          <b>Clerk</b>
<b>Public Participation</b>	There were no public present for the meeting.	
<b>Minute No.</b>	<b>Minute</b>	<b>Action</b>
<b>1</b>	<b>ACCEPTANCE OF APOLOGIES – no apologies given all members were present.</b>	
<b>2</b>	<b>DECLARATIONS OF INTEREST – There were no declarations of interest.</b>	
<b>3</b>	<b>CHAIRMANS ADDRESS – The Chairman welcomed the members to the first meeting of the Finance and HR Committee; he asked if all members were happy with the terms of reference for the committee.</b>	

Durrington Town Council – Finance and HR Committee Meeting on Thursday 18th July 2024. Minutes approved as a true and accurate record, and signed as so by the Committee Chairman presiding

Signed ..... Date.....

4.	<p><b>CONSIDERATION OF 1<sup>ST</sup> QUARTERS ACCOUNTS –</b>  Cllr Silk asked about the cost of the tree surgery. This has exceeded the budget due to the number of ash trees in the river park removed this year to combat Ash die back. The River Park funds held in EMR were transferred to offset the cost earlier in the year. The mileage expenses were considered and it was noted the expense policy will require amending to include councillors.</p>	The Clerk will amend the expense policy
5.	<p><b>APPROVE VAT RETURN –</b>  The Vat return was approved for the first quarter.</p>	
6.	<p><b>CONSIDER QUOTES –</b>  The Clerk explained there are three large memorials at the cemetery which need attention and cannot be tackled by staff as they are too heavy. The Clerk has a recommendation from the ICCM to use a memorial company to help move/repair or take down the stones. The cost is estimated at £560. There was a concern this starts a precedent that the council will take over responsibility for graves with no owners and bears the costs. The Committee considered how this cost could be met and agreed the review of the cemetery fees should be looked at by the facilities and amenities committee with this in mind. The Clerk will go ahead with the repairs.</p>	
7.	<p><b>NEW NALC FINANCIAL REGULATIONS –</b>  There are 18 pages of new regulations the Clerk and Cllr Galan-Bamfield had gone through the document, after discussion it was agreed the Clerk will amend the regulations to suit the workings of the council.</p>	Clerk to amend. the Financial regulations for approval.
8.	<p><b>QUOTE AND ESTIMATES –</b>  Cllr Galan-Bamfield proposed that all quotes are recorded with amount and purpose and dates so that there is a complete record of quotes for all members to see. He also suggested the office set up a preferred register of trades people who work for the council. It was agreed that a Disaster and recovery manual will be prepared to ensure continuity of services.</p>	Clerk to prepare quote spreadsheet, Contractor's details and Disaster and Recovery Manual.
9.	<p><b>CAPITAL SPENDING CONTROL –</b></p>	

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	<p>Cllr Galan-Bamfield requested a draft budget request form with smart plan attached should be completed by any member or the Clerk wanting the council to enter into a capital spend. The form should state What the project is, why it is needed, the proposed cost and specification with a budget spreadsheet attached. This was agreed and a three-year Budget, forecast for the council was also discussed and agreed.</p>	<p>Clerk to prepare the forms and spreadsheet.</p> <p>Clerk to prepare the three-year budget.</p>
<b>10.</b>	<p><b>AUTHORISATION OF EXPENDITURE –</b></p> <p>The meeting had already dealt with the cemetery expenditure at item 6. There were no other expenses before the committee.</p>	
<b>11.</b>	<p><b>THE MEETING MOVED INTO CONFIDENTIAL BUSINESS –</b></p> <p>Under section 100 (4) of the Local Government Act 1972 To discuss the next item on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.</p>	
<b>12.</b>	<p><b>MEETING DATES –</b></p> <p>These were discussed as every member has a day of the week they cannot attend; it was agreed to vary the days and they are set as follows.</p> <p>11<sup>th</sup> September  8<sup>th</sup> October  2<sup>nd</sup> December  7<sup>th</sup> January – full council budget meeting  6<sup>th</sup> February 2025  16<sup>th</sup> April 2025</p>	<p>Clerk to update website.</p>
	<p><b>THE DATE OF THE NEXT MEETING – 11<sup>th</sup> September 2024</b></p>	

\_\_\_\_\_ **CHAIRMAN** \_\_\_\_\_ **DATED.**

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