



**DURRINGTON TOWN COUNCIL**

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

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**MEETING OF THE FINANCE AND HR COMMITTEE 20th JANUARY 2025 AT 6PM IN THE ROBINSON ROOM AT THE VILLAGE HALL.**

<b>Present</b>	<b>Cllr S Smith</b> <b>Cllr P Galan-Bamfield</b> <b>Cllr P Paul</b> <b>Cllr M Wardell Clerk</b> <b>Cllr I Silk</b>  <b>Jo Tudor</b>	<b>Madam 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>51</b>	<b>ACCEPTANCE OF APOLOGIES</b> – No apologies received all committee members were present.	
<b>52</b>	<b>APPROVAL OF MINUTES</b> – Minutes were approved for the meetings on the 8 <sup>th</sup> of October 2024 and the 17 <sup>th</sup> of December 2024 the minutes for the meeting on the 5 <sup>th</sup> of December were not approved an amendment was requested and they will be represented at the next meeting for approval.	Clerk to put on the website
<b>53</b>		

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 Minutes approved as a true and accurate record, and signed as so by the Committee Chairman presiding

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

	<b>DECLARATIONS OF INTEREST –</b> There were no declarations of interest.	
<b>54</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES –</b>  All items from the previous minutes have been completed.	
<b>55</b>	<b>RESERVES POLICY -</b>  The Committee discussed the proposed policy and agreed with the policy with the amendment that the General Reserves figure should be 50% of the precept as recommended by the internal auditor.	The Clerk will amend and the policy will be referred to the full council for approval.
<b>56</b>	<b>CLARITY ON FINANCIAL REGULATIONS –</b> The Clerk asked for clarity about quotes for work and when these can go straight to full council and when they come to the FHR Committee. The Committee discussed the issue and the quote procedure and the threshold's requiring the Clerk to approach the committee as opposed to the full Council and it was considered that the threshold for requesting quotes could be higher and the scheme of delegation and terms of reference require revisiting to make the whole process smoother for staff and the Council. The Committee felt all budgeted items should be paid for in this financial year if possible. The committee would like to see a business case for capital expenditure with a proper specification built into a new process. The Committee will liaise with the Facilities and Amenities Committee to consider what work is needed for the premises and revisit the ten-year maintenance plan.	The Clerk will look at the Committees terms of reference the financial regulations, Scheme of Delegation and the Standing Orders and put together a proposal to amend the documents.
<b>57</b>	<b>REVIEW OF THE THIRD QUARTER ACCOUNTS –</b> The meeting ran through the current spends in each section of the budget. The budget is on track for the financial year there are currently no overspends.	
<b>58</b>	<b>TO CONSIDER QUOTES –</b> The Committee agreed the purchase of a large fireproof safe for the office. It approved a quote for redecorating the Village Hall Foyer and toilets and it discussed the quotes for the flat roof of the Pavilion. Cllr Galan	Clerk to arrange for the purchase of the safe and the decorating and obtain another

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	Bamfield requested the Clerk obtain another quote for the last item.	quote for the Pavilion Flat Roof.
59	<b>GRANT APPLICATION</b> – The committee considered a grant application and approved its recommendation to the full council. The committee will consider any further grant applications received by the beginning of March for this Financial year. There is currently one grant application and the Clerk will publicise the fund to the local community.	Clerk to put of next Agenda for Full Council to consider. Clerk to publicise the Grant application criteria.
60	<b>GRANT AGREEMENT</b> – The committee considered a draft Grant Agreement with Buzz Action for youth provision and approved the document for referral to the Council at the next meeting. The committee agreed the first Tranche of the grant should come from the Youth EMR for this year and the remainder from the Youth Activities Budget for 2025/26.	Clerk to put of next Agenda for Full Council to consider.
61	<b>CLERKS HOURS</b> – These will be considered in confidential business.	
62	<b>The meeting then moved into CONFIDENTIAL BUSINESS under section 100 of the Local Government Act 1972 to discuss a staffing matter.</b>	
63	<b>THE DATE OF THE NEXT MEETING – 6<sup>th</sup> FEBRUARY 2025</b>	

\_\_\_\_\_ **MADAM CHAIRMAN**

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

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