



# BURSLEDON PARISH COUNCIL

Parish Council Office, The Village Hall, Long Lane,  
Bursledon Southampton SO31 8BZ.  
Telephone/Fax 023 8040 7535  
Clerk: Mrs Jennifer Whittle

## MINUTES OF THE FINANCE AND ADMIN COMMITTEE OF BURSLEDON PARISH COUNCIL WILL BE HELD ON TUESDAY 8<sup>TH</sup> NOVEMBER 2011 AT PILANDS WOOD COMMUNITY CENTRE, BURSLEDON AT 7.15 P.M

### F.36 APOLOGIES FOR ABSENCE

Apologies had been received from Cllrs Clarke, Holes, Nichols and Rich.

### F.37 DECLARATIONS OF INTEREST

There were no declarations of interest.

### F.38 FINANCE

F.38.1 To approve the monthly accounts, summary income and expenditure by budget heading, and balance sheet (item deferred from Full Council Meeting 26 October 2011). (Papers previously circulated to Members).

***Resolved to approve the finance papers. The Clerk to provide a short description of any spends over £500 when circulating Agenda papers in future. ACTION: CLERK.***

F.38.2 To review Charity Commission Trustees – update (response from Charity Commission) and decision on action required.

#### ***Resolved:***

- 1) To amend the Long Lane Recreation Ground Charity (No. 277438), so that the Parish Council is the "Sole Trustee".***
- 2) To amend the Allotments for the Labouring Poor Charity (No. 253406), so that the Chair and Vice Chair become the Trustees for this charity.***
- 3) Council to approve the Allotments for the Labouring Poor Charity (No. 253438) trustees being automatically updated to the Chair and Vice Chair on an annual basis by the Clerk.***
- 4) Clerk to approach Charity Commission once again to ensure that there is no possibility of dissolving these two charities and report back to December F&A Committee Meeting.***
- 5) Clerk to provide a brief report on the Allotments for the Labouring Poor identifying demand for allotments, income from allotments.***

***ACTION: CLERK.***

### F.39 TO CONSIDER COUNCILLORS GROUP LEGAL PROTECTION INSURANCE FOLLOWING ADVICE FROM LEGAL AT EBC

***Resolved to take no action in view of the legal advice received from Richard Ward.***

### F.40 GRANT APPLICATIONS

F.40.1 Pilands Wood Community Association – Application for £150.00

***Resolved to make a grant of £150.00 under Section 137. ACTION: CLERK/ASSISTANT CLERK.***

F.40.2 Pilands Wood Community Association – Application for £500.00

***Resolved to make a grant of £500.00 under Local Government (Miscellaneous Provisions) Act 1976 s.19. ACTION: CLERK/ASSISTANT CLERK.***

**F.41. TO MOVE EXEMPT BUSINESS**

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following items of business on the grounds that it is likely to involve the disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the Act.

*Resolved to move exempt business.*

**F.42. STAFF JOB EVALUATIONS**

*The Job Evaluation process was carried out in accordance with the precedent documents provided by EBC and HETC.*

**F.43. STAFF APPRAISALS**

*Staff appraisals were duly carried out.*

The meeting closed at 9.20 pm.