



**Laverstock & Ford Parish Council**  
Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

**Meeting of the Finance and General Purposes Committee  
on Monday 1st November 2021 at 7pm**

This meeting was held virtually. In accordance with current regulations no resolutions were passed.

**DRAFT MINUTES**

**Councillors present :** Baker (Chair), Maskell, Schneider, Tucker, Waller

**In attendance :** Prince (Clerk), Deane (Deputy Clerk), Cavendish (Operations Officer – until 20.08pm)

The meeting commenced at 7.03pm.

**FGP.21.037 Apologies**

There were no apologies.

**FGP.21.038 Declarations of Interest**

There were no Declarations of Interest.

**FGP.21.039 Review of Action List**

The Deputy Clerk had circulated the updated Action List prior to the meeting.

FGP366 – The Clerk confirmed that the foundations for the changing rooms at Longhedge were already in place and that he still had to progress the agreed request for changes.

**FGP.21.040 Draft Agenda Full Council Meeting 15<sup>th</sup> November 2021.**

The Clerk reported that there would be a private meeting prior to the next full council meeting with representatives from Asda Stores.

The Clerk will confirm if Carer Support Wiltshire will be submitting a grant application.

It was agreed to wait for the draft Environmental Policy to be drawn up and proposed by the Operations Committee before discussing environmental issues at Full Council.

Cllr Tucker will request written confirmation from Keelys regarding any requirement to advertise the Clerks post. The Deputy Clerk will withdraw from the meeting for the exempt business item.

**FGP.21.041 Review of Expenditure.**

The Clerk highlighted that the budget for Professional Fees will be exceeded this year by an estimated £3K due to fees for land transfers in Bishopdown Farm and the Keelys fees.

The Clerk confirmed that all income listed under 'Grants' was allocated for specific projects.

The Clerk reported that any overspend would be offset as far as possible from underspend on other budgeted items, in order to maintain the appropriate level of General Reserves.

#### **FGP.21.042 Reports of Committee Chairs.**

The Operations Officer, reported on an incident at Whitebridge Boardwalk on Sunday 31<sup>st</sup> October. Councillors stated their support for the Operations Officer and for the Clerk to write to the Milford Preservation Group with a formal statement that:-

- Aggressive behaviour towards council staff will not be tolerated
- No individual is permitted to conduct works on Parish Council land or property without the permission of the Parish Council.

The Operations Officer then left the meeting.

The Committee Chairs raised no further issues to cover.

#### **FGP.21.043 Project Reports.**

No updates were reported.

#### **FGP.21.044 Budget Setting Process 2022/23**

The Clerk requested that committees submit their budget requests to him by the end of November. The Tax Base figures were due to be received in the next few days.

#### **FGP.21.405 Overtime Budget and Proposals**

The Deputy Clerk had reported on a projected salaries and overtime overspend for year end. Committees were asked to consider the budget implications of staff time associated with projects they wished to achieve. The Clerk reported that the salaries budget for 2021/22 had proved insufficient and the shortfall would have to be taken from General Reserves. The full budget will reflect the total over/underspend for the year and the overall impact on General Reserves.

The committee agreed to propose increasing the salaries and overtime budget for 2021/22 by £16K to cover the forecast overspend and allow for some limited flexibility in overtime, if required, before the end of the financial year. Committee Chairs agreed this will mean some slowing of project work.

The meeting closed at 9pm.

**NEXT MEETING.** The next meeting of the Finance and General Purposes Committee will be held on Monday 6<sup>th</sup> December 2021 at the River Bourne Community Farm.