



New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP
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Minutes of the meeting of New Alresford Operations and Resources Committee held on Tuesday 11 January 2022 commencing at 7.30pm

Name	Present	Apologies	Absent
Cllr Evans (Chair) (SE)	✓		
Cllr Bean (AB)	✓		
Cllr Gordon Smith (RGS)	✓		
Cllr Weston (MW)	✓		

ALSO PRESENT: Marcia Phillibert – Town Clerk/RFO, Councillor Divall

The Chair welcomed all present to the meeting.

OR21/079 Apologies for absence.

No apologies received

OR21/080 Dispensations for disclosable pecuniary interests under Section 33 of the localism act 2011.

The Clerk advised nothing was received

OR21/081 Declarations of disclosable pecuniary and non-pecuniary interests on items on the agenda.

No declarations made

OR21/082 Public participation

No members of the public present

OR21/083 Approve the minutes and recommendations of the Operations and Resources Committee held on 30 November 2021.

RESOLVED: That the minutes and recommendations of the Operations and Resources committee held on 30 November 2021 is approved.

Proposed: SE	Second: AB
For: All	Against: Abstain:

OR21/084 Clerks Report

The Clerk's report was reviewed, and updates provided.

The draft Health and Safety Policy is to be addressed.

The first-floor mixer taps to be installed as soon as possible.

OR21/085 Chairs' update

Queried the insurance liability regarding the new outdoor gym.

OR21/086 Review the Balance Sheet, Bank Reconciliation, Bank Statements, Income and Expenditure, Purchase Ledger and Payments Reports as of 31 December 2021

Recommendation: That the Balance Sheet, Bank Reconciliation, Bank Statements, Income and Expenditure, Purchase Ledger and Payments Reports as of 31 December 2021 are reviewed and referred to Town Council for approval

OR21/087 Review Grant applications

(i) Friends of St Johns

The application was reviewed against legislation and due to the iconic heritage status of the clock tower an exception is made to support the grant application.

RESOLVED: That the grant application for Friends of St Johns is supported to the value of £1000.00 to repair to the Clock Tower and referred to Town Council for approval

Proposed: AB		Second: RGS
For: All	Against:	Abstain:

OR21/088 Review fire safety reports for Arlebury Park

The report of the fire alarm was reviewed. That a further two quotes are obtained to replace the Fire Alarm system.

OR21/089 Agree a process for implementing Internal Auditor advice

1. We have observed that the Council has large, fixed assets totals for 2020/2021 of over £2m. For its size the Councils Income generation is low. (Audit Note: It is our opinion that the Council should ensure its income generation can sustain the financial security for the Council)
2. We continue to report that consideration should be given to introduce a quarterly/half year sample validity check on the payment process by Councillors. This would enhance the Councillor scrutiny role whereby a “walk through test” can be carried out starting from the approval to spend money from the budget to the receipt of the goods or services and the controls to record and approve the payment of the invoice. Finally confirming that payment details have been correctly debited from the Council bank account. (Audit Note: This can become an integral part of the Financial Operating Procedures and Internal Controls adopted by the Town Council).

That an assurance process is put in place for the councillors who are bank signatories dip sample the payment process. The Financial Internal Controls reflect the new process.

RESOLVED: That every 6 months the councillors that are bank authorising signatories conduct a dip sample of 6 payments.

Proposed: SE		Second: MW
For: All	Against:	Abstain:

OR21/090 Review Financial Internal Controls

The Financial Internal Controls reviewed and amendments made. To be referred to town council for approval.

OR21/091 Review Financial Risk Assessment

That the Financial Risk Assessment is reviewed and to be referred to Town Council for approval

OR21/092 Review draft budget

The draft budget was reviewed and amendments made. The recommended budget to be referred to Town Council for approval.

OR21/093 Exclude members of the public

RESOLVED: That members of the public are excluded from the meeting due to the confidential nature of the business about to be transacted

Proposed: SE	Second: MW
For: All	Against: Abstain:

OR21/094 Staff resources and roles

A discussion took place regarding staff roles bearing in mind the reduction in resources. Also, the set up and frequency of committee meetings and councillor scheme of delegation to assist the office.

The meeting concluded at 21:45 hours

Date of next meeting will be held on Tuesday 8 February 2022, commencing at 7.30pm