



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 12 April 2022 commencing at 7.30pm

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

ALSO PRESENT: Marcia Phillibert – Town Clerk/RFO

The Chair welcomed all present to the meeting

OR21/126 Apologies for absence.

Apologies received from Councillor Deeming

RESOLVED: That apologies for Councillor Deeming are approved

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

OR21/127 Dispensations for disclosable pecuniary interests under Section 33 of the localism act 2011.

The Clerk advised nothing received

OR21/128 Declarations of disclosable pecuniary and non-pecuniary interests on items on the agenda.

Councillor Divall – Non-pecuniary on Agenda item OR21/135

Councillor Bean - Non-pecuniary on Agenda item OR21/135

Councillor Gordon-Smith - Non-pecuniary on Agenda item OR21/135

OR21/129 Public participation

No members of the public present

OR21/130 Approve the minutes and recommendations of the Operations and Resources Committee held on 15 March 2022.

RESOLVED: That the minutes and recommendations of the Operations and Resources committee held on 15 March 2022 is approved.

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

OR21/131 Clerks Report

The Clerk's report was noted.

OR21/132 Chairs' update

The Self Assurance process for payments is required to be completed by two councillors. Councillors Evans and Divall will undertake the process.

OR21/133 Review Purchase Ledger as of 31 March 2022

The reports were reviewed.

Recommendation: That the Purchase Ledger as of 31 March 2022 is referred to Town Council for approval

OR21/134 Consider future Earmarked Reserves

The Earmarked Reserves were reviewed, the priority will be to ensure that the roof and boiler are repaired. The Stratton Bates play area may require additional funding for signs and opening event. The cost of the outdoor gym has increased, and the location will require some works to prepare the ground. Sun Hill slope requires repair. The future Earmarked Reserves will be finalised at the next meeting

OR21/135 Review Grants Policy

The Grant Policy and application form were reviewed.

RESOLVED: That the Grants Policy and application form revisions are accepted and referred to Town Council for formal approval.

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

OR21/136 Review Grant applications

(i) Perins School

Application reviewed to support the school show. It is not an exceptional application, therefore the maximum award will be £1000.00

To clarify if this show is part of the statutory curriculum as the applicant is a public body.

RESOLVED: That a grant of £1000.00 is awarded subject to clarification of the legal aspect.

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

(ii) St Johns Church

It is not the council's intention to fund on going running costs. That the application is rejected, and request made to the Church to withdraw the application and apply for a grant for a specific project.

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

OR21/137 Review Financial Regulations

Financial Regulations revisions were reviewed

RESOLVED: That the amendments to Financial Regulations are accepted and referred to Town Council for formal approval

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

OR21/138 Approve Fire Risk Assessment quote

RESOLVED: That the quote from Saxon Safety to conduct Fire Risk Assessment at Arlesford Recreation Centre and Stratton Bates pavilion is approved to the value of £1321.55 excluding VAT

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

OR21/139 Review and approve Fire Alarm installation quotes

The quotes were reviewed. That further enquiries are made regarding digital voice and the panel reports directly to a control room. That the fire risk assessment is expediated as soon as possible.

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

OR21/140 Review and approve quotes for revised NATC website

The three quotes for the NATC website were reviewed.

RESOLVED: That supplier A - Forum Media and Design is approved at a value of £2900.00

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

OR21/141 Review working in the office Risk Assessment

The revised working in the office Risk Assessment was reviewed

Recommendation: That the Working in the office Risk Assessment is referred to Town Council for approval

OR21/142 Update re Vodafone mast Heads of Terms

Vodafone Heads of Terms reviewed. For a valuation to be undertaken by professional valuer.

RESOLVED: That a professional valuation is sought prior to responding to Vodafone.

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

OR21/143 Create maintenance program for NATC buildings and carpark

The building is aging and time consuming for staff. The council is reactive to maintenance as opposed to proactive. A new mindset is required to manage and maintain the building, for service contracts to be agreed. For this to be reviewed at the next meeting

OR21/144 Exclude member of the public

RESOLVED: That 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:	

OR21/145 Review The Arlebury utility charges

The utility charges for water, gas and electric were reviewed and from 1 April 2022 The Arlebury commence a monthly payment towards the utility charges. The clerk to meet with The Arlebury and set the monthly payment.

OR21/146 Staff update

An update was provided on the phased return to work of a member of staff. Other options debated to ensure a review is undertaken at six months, and possibility of restructuring the office.

OR21/147 Agree monthly mileage payment for Refuse Coordinator

Consider a monthly mileage rate for the refuse coordinator. That the mileage is 2 miles per day at HMRC rate.

The meeting concluded at 21:47 hours.

Date of next meeting is to be determined.