



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

6 November 2024

To Members of the Finance & General Purposes Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held on **TUESDAY 12 NOVEMBER 2024** at **7.30pm** in the **PARISH COUNCIL MEETING ROOM, RIVER BOURNE COMMUNITY FARM, LAVERSTOCK, SP1 2SR** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

A handwritten signature in cursive script that reads 'Gale Pettifer'.

Gale Pettifer
Parish Clerk

Please contact the Parish Office - 07771 802839 / parish-clerk@laverstock-pc.gov.uk - if you need further information on this agenda.

Members of Finance & General Purposes Committee

Councillor N Baker (Chair) - Laverstock & Milford Ward
Councillor L Barker – Ford, Old Sarum & Longhedge Ward
Councillor I McDonald – Laverstock & Milford Ward
Councillor P Schneider - Ford, Old Sarum & Longhedge Ward
Councillor L Waller – Bishopdown Farm Ward



**Meeting of the Finance & General Purposes Committee
of Laverstock and Ford Parish Council to be held on
TUESDAY 12 NOVEMBER 2024, at 7.30pm, in the
Parish Council Meeting Room at River Bourne Community Farm, SP1 2SR**

AGENDA

FGP24.124 Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

FGP24.125 Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

FGP24.126 Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Policy for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

FGP24.127 Confirmation of minutes of previous meeting held on 20 August 2024

To confirm, as a correct record, the minutes of the previous meeting of the Committee. (LGA1972 sch12)

FGP24.128 Matters arising from the previous meeting held on 20 August 2024

To consider any matters arising from the previous minutes of the Committee.

FGP24.129 Review of Policies

To review policies:

- FGP24.129(A) – Grants Policy
- FGP24(a.129(B) – Policy for Public Participation Time

FGP24.130 Hampton Park Pavilion – drawings A & B with verbal report

To receive report regarding architectural designs for Council offices.

FGP24.131 Officer's Budget Report and Correspondence – to follow

To consider report from Responsible Financial Officer.

FGP24.132 Draft Agenda Full Council Meeting 18 November 2024 – to follow

To consider items for the draft agenda of the Full Council meeting.

FGP24.133 Exempt Business/Matters in Confidence

To consider the following item:

- River Bourne Community Farm lease

Date of next meeting:

To note the date of the next meeting, which is scheduled for **15 January 2025 at 7.00pm**, and held at Parish Office Meeting Room, River Bourne Community Farm, Laverstock, SP1 2SR.



Laverstock & Ford Parish Council

Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

Finance and General Purposes Committee

Meeting held on Tuesday 20th August 2024 at 7pm

at River Bourne Community Farm .

DRAFT MINUTES

Councillors present: Baker (Chair), Barker, McDonald, Waller

In attendance: Deane (Administration Officer AO), Pettifer (Clerk), Prince (Responsible Financial Officer RFO)

The meeting commenced at 7.01pm.

FGP.24.012 Apologies

Apologies had been received from Cllr Schneider.

FGP.24.013 Declarations of Interest

There were no declarations of interest.

FGP.24.014 Approval of Minutes

Resolved: to approve the minutes of the meeting held on 9th April 2024

FGP.24.015 Matters Arising

There were no matters arising.

FGP.24.016 Revision of Financial Regulations

The RFO had circulated Report FGP 24.016 in advance of the meeting, presenting a new set of Financial Regulations based on the revised template published by the National Association of Local Councils in April 2024. Cllr McDonald queried item 5.18. It was agreed that this item would only apply where it was planned to finance a project through borrowing, and would not prohibit borrowing for unexpected shortfalls.

Resolved: that the Finance and General Purposes Committee recommends adoption of the DRAFT LFPC FINANCIAL REGULATIONS 2024 as circulated.

FGP.24.017 Neighbourhood Plan/Design Guide Review

Cllr Baker reported on the influence of the Neighbourhood Plan at a recent Strategic Planning Meeting and it was agreed to reconsider a review in light of the Draft Local Plan review pending. The AO will investigate grant availability from Locality and assess availability of the consultants previously contacted in February.

FGP.24.018 Future Meeting Schedule FGP

It was agreed that future FGP committee meetings will be 2nd Tuesday of each month and held every two months in future (Jan/Mar/May/Jul/Sep/Nov). FGP councillors will note additional meetings may be called on the 2nd Tuesday of intervening months for urgent business. The next meeting was agreed as November. The AO will update the Scheme of Delegation for approval by Full Council.

FGP.24.019 Officers Report and Correspondence

The Clerk had circulated Report FGP 24.019 in advance of the meeting with proposals for an alternative contractor to carry out the works, as Farwells are unable to undertake the works until next year. It was agreed that the committee recommends to Full Council to appoint AD Southern under Standing Order 7a.

The RFO reported that Public Art funds from Wiltshire Council had been received to cover the cost of the Country Park artworks. The AO reported that Black Forge Art had requested a deposit of £2,000

in advance of starting works, but felt this was appropriate for a bespoke commission. Councillors agreed that this was acceptable.

The RFO reported that funds repaid from the 32 Day Account had been reinvested in CCLA Public Sector Deposit Fund.

FGP.24.020 Draft Agenda Full Council Meeting 16th September 2024

The agenda for the September meeting was reviewed.

Regarding the item for bank mandate updates, it was agreed that the AO be removed from the authorisation list, but that AO retains a debit card at present. This will be reviewed subject to operational needs.

The Chair requested that Gypsies and Traveller Development Plan consultation and National Planning Policy Framework consultation be added. The AO will circulate a reminder to councillors ahead of the meeting, should anyone wish to propose a response.

FGP.24.021 Exempt Business –Matters in Confidence

Resolved: that in view of the commercial in confidence nature of the business about to be transacted, that the public and press be temporarily excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 s100.

Laverstock Village Hall

The AO reported that the owner of the Village Hall has been requested to consider a contribution to the final cost of repairs, bearing in mind only 3 years remain on the lease. Options for renewal of the lease were discussed.

The Chair reported on the AGM which he had attended with Cllr Jones. Ward councillors were asked to consider joining the committee.

River Bourne Community Farm Lease

The AO reported that no meeting dates had yet been offered. Grant monies are still retained at present.

Hampton Park Pavilion

The RFO had circulated Report 24.021 in advance of the meeting. The committee agreed their recommendation that the conversion of the roof space was the best long term solution using the funds identified in the report. A loan would be considered if available funds prove insufficient. The AO will source quotes for detailed plans and project management to present at September's Full Council meeting.

NEXT MEETING. The next meeting of the Finance and General Purposes Committee will be held on 12th November 2024 at the River Bourne Community Farm.



Laverstock & Ford Parish Council

GRANTS POLICY

Purpose/Principles	To provide guidance on dealing with Grant Applications
Scope	Employees, Councillors, Members of the public
Date adopted:	17 th October 2022
Minute Reference:	22.142
Previous versions (Dates):	Sept 17, Apr 18
Next review:	October 2024
Policy owner:	Finance and General Purposes Committee
Supersedes:	None

PARISH COUNCIL GRANT SCHEME: POLICY AND GUIDANCE FOR APPLICANTS

Aim

The aim of the scheme is to ensure that grant awards make the best use of the public funds by helping to achieve our Neighbourhood Plan and Parish Action Plan priorities and other endeavours that benefit residents of the Parish. For example the scheme has helped fund the set up costs of a cricket club at Laverstock, supported the Citizen's Advice Bureau and provided contributions to equipment for both youth groups and adult community groups.

Size and Source of Scheme Funding

The current grant programme is set annually funded from a mixture of revenue from a Parish owned asset and the Parish precept. We will consider a grant contribution to a project delivered by any group. The size of the grant scheme and refining of grant scheme priorities are reviewed annually following the steps outlined in Figure 2.

Eligibility

To be eligible applicants must fall into one of two categories.

Category A

Registered Charities, Community Interest Companies, and not-for-profit clubs and community groups applying for funding for a project which will benefit wholly or mainly residents of the Parish of Laverstock & Ford.

Category B

Registered Charities with significant operations within the South Wiltshire area which are accessible to the residents of the Parish of Laverstock & Ford.

Category A applications will be considered at any time throughout the year. Category B applications will be considered at the March Parish Council meeting at the end of the financial year.

Applications will not be considered if they are:

- For commercial ventures or private gain
- For the advancement of political or religious beliefs (although applications will be considered from charities with a religious basis for projects providing a community benefit which can be accessed regardless of religious belief or any other protected characteristic under the Equality Act 2011).
- For the benefit of an individual person.

Applications in respect of expenditure that has already taken place will not normally be considered, except in exceptional circumstances at the discretion of the council.

Applicants must have a bank account registered in the name used in the grant application.

The Application Process

Applications should be made in writing to the Parish Clerk by completing the grant application form available on our web-site homepage. They should provide supporting evidence and will be considered at a monthly Parish Council meeting. Should an application be received without a completed Grant Application Form, the Council may still consider it at its sole discretion. So doing will not be deemed to have set a precedent.

Although attendance by the requestor at the meeting is not required it is advised as the Councillors may wish to ask questions.

Applicants must submit their applications to the Parish Clerk at least ten working days before the date of the next meeting to ensure it can be included on the agenda and circulated to Parish Councillors for their consideration ahead of the meeting. Meeting dates are published on the Parish Council [web site](#) and in the Parish newsletter.

Assessment Criteria

- The extent to which the project will provide a measurable improvement to the community and achieve the aims of the Parish Council Grant Scheme.
- No grants will be awarded for commercial ventures or private gain.
- Grants will not be awarded for political or religious campaigns or activities.
- Grants will not normally be made retrospectively.
- Financial assistance will not be awarded to individuals (section 137 of the Local Government Act 1972).
- How effectively the grant will be used e.g. has the best deal been sought for the purchase of the equipment.
- The anticipated costs and outcomes of the project are appropriate, realistic and an effective use of Parish Council financial resources.
- Full disclosure of all other grants applied for with respect to the project proposal.
- Evidence that the funds could not be raised from another more appropriate source for the project (including the applicants own reserves).
- The grant contribution will be considered in the context of related facilities provided by the applicant, other organisations and the parish council (see figure 1)
- All applicant organisations that request a grant of £1,000 or above must disclose their financial reserves in their application.

Monitoring and Evaluation

The Parish Council will expect an update on the expenditure of the monies and the benefits delivered at an appropriate point following the approval of the grant. The level of reporting detail expected will be commensurate with the size of the grant. For small grants a short follow- up letter confirming that the funding has been spent as proposed will suffice. For grants of £250 or more, applicants should provide photographic and / or written evidence that the grant has benefitted our community.

Figure 1 Decision Tree to Prioritise Grant Applications in the Context of Related Service Provision

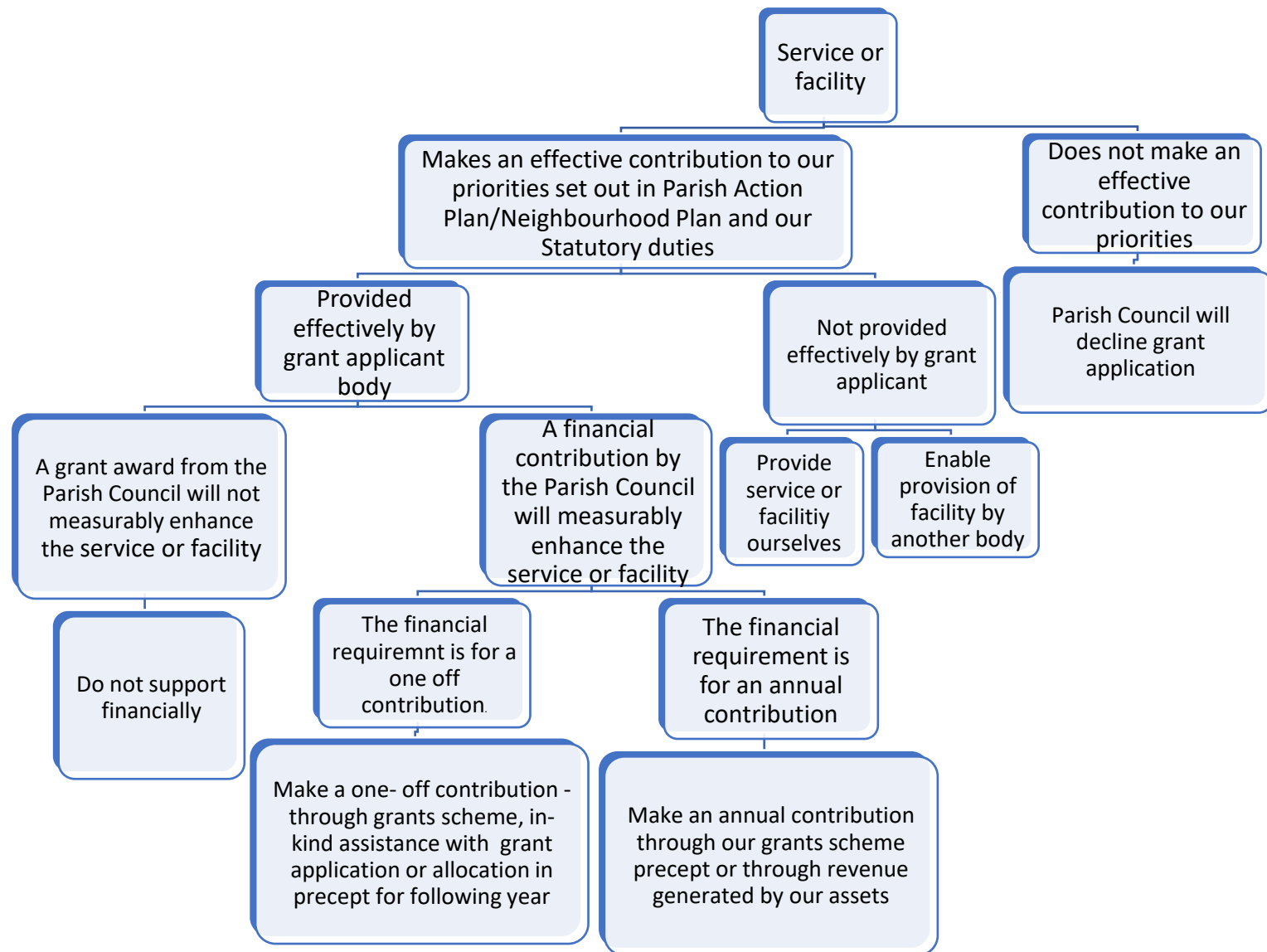
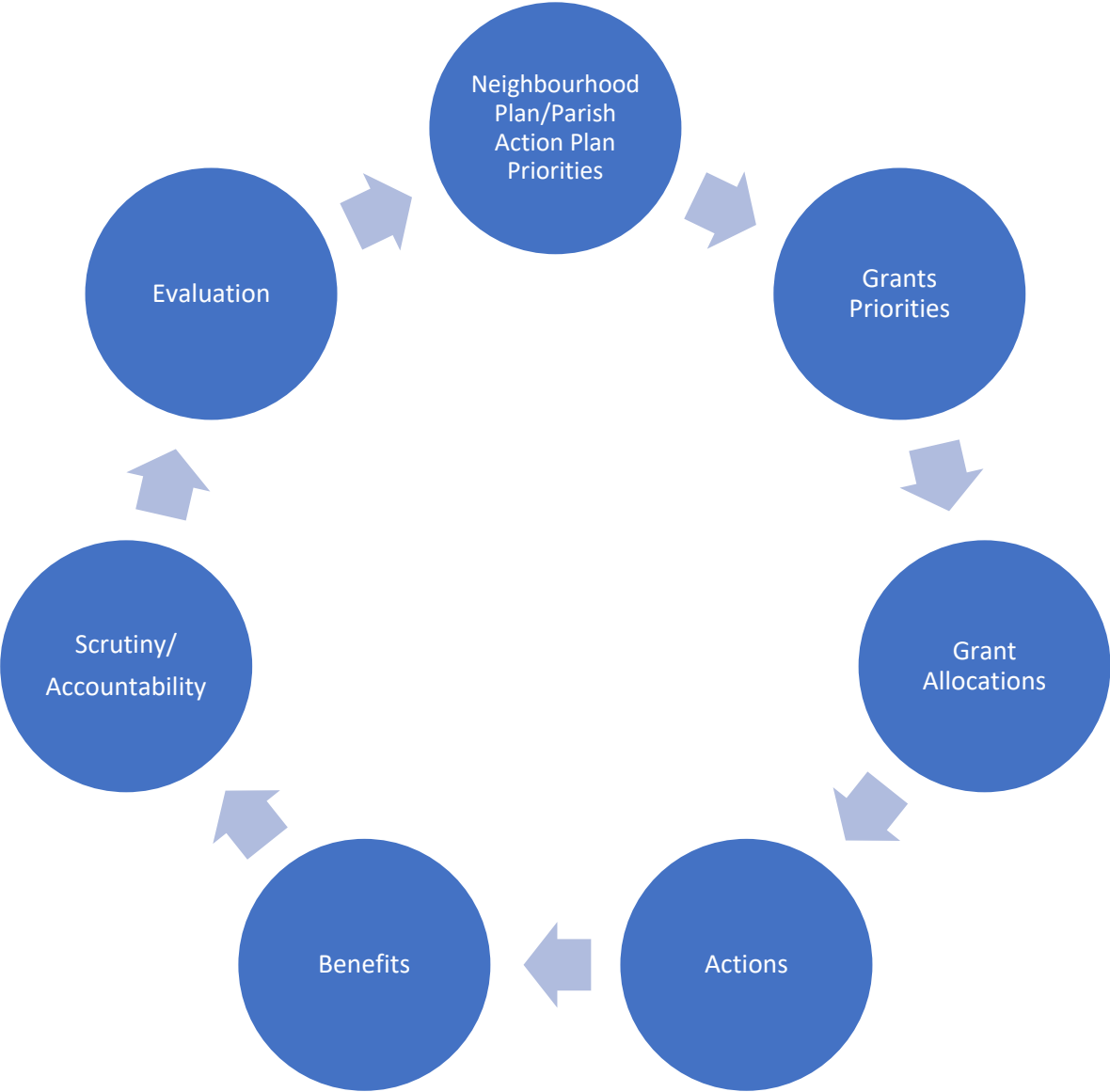


Figure 2 Annual Review Process for Grant Scheme



PUBLIC PARTICIPATION POLICY

Purpose	To set out a Code of Practice
Scope	All
Date adopted	
Minute Ref:	
Previous	
Next Review	
Policy Owner	Full Council
Supersedes	None

1. Introduction

1.1 Laverstock & Ford Parish Council welcomes members of the public to all of its meetings, and to meetings of standing committees. Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Chair authorises them to do so.

1.2 The public participation time is an opportunity for members of the public to (a) make representations, (b) ask questions or (c) give evidence relating to the business to be transacted. The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.

1.3 Neither the Chair, Councillors nor the Clerk should be put under pressure to respond immediately to comments or questions made in the public forum.

1.4 The public participation time is not an opportunity to raise complaints. These should be made in writing to the Clerk to the Council and will be dealt with under the Complaints Procedure.

2. Transparency and community engagement

2.1 In an effort to be transparent, and as part of its community engagement, the Council has set aside a period of 15 minutes before the start of the meeting when members of the public are invited to speak.

2.2 As a matter of best practice, the public forum will be kept separate from the debate of the Councillors.

2.3 The Council will not make any instant decisions at the behest of members of the public on items that are not included in the agenda. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council.

2.4 Members of the public are welcome to stay for the Council meeting after the public session as observers, but will not be able to join in the discussion unless specifically invited to do so by the Chair.

2.5 Members of the public may be excluded by a resolution of the meeting for specific items that need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

3. Rules

3.1 In accordance with Standing Orders 3f(e) the period of time designated for public participation at a meeting in shall not exceed 15 minutes unless directed by the Chair of the meeting.

3.2 Subject to standing order 3g(f) a member of the public shall not speak for more than 3 minutes.

3.3 If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.

3.4. A person who speaks at a meeting shall direct their comments to the Chair of the meeting.

3.5. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

3.6. Written statements must be received by the Clerk in advance, at least three clear working days prior to the meeting.

3.7. Members of the public do not have a right to force items onto the Council agenda nor to insist on how matters are recorded in the minutes.

3.8 A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given after the meeting.

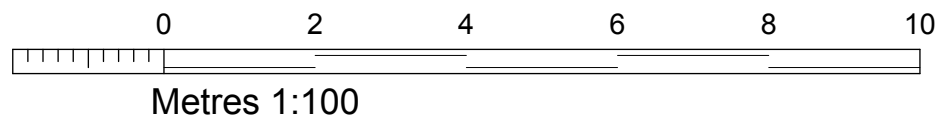
3.9. A brief record of topics raised at public participation will be included in the minutes of that meeting. Libellous, offensive and discriminatory comments will not be minuted.

3.10 If the issue is on the agenda then it will be discussed under the appropriate item (which may be moved with the agreement of the Council to accommodate the discussion).

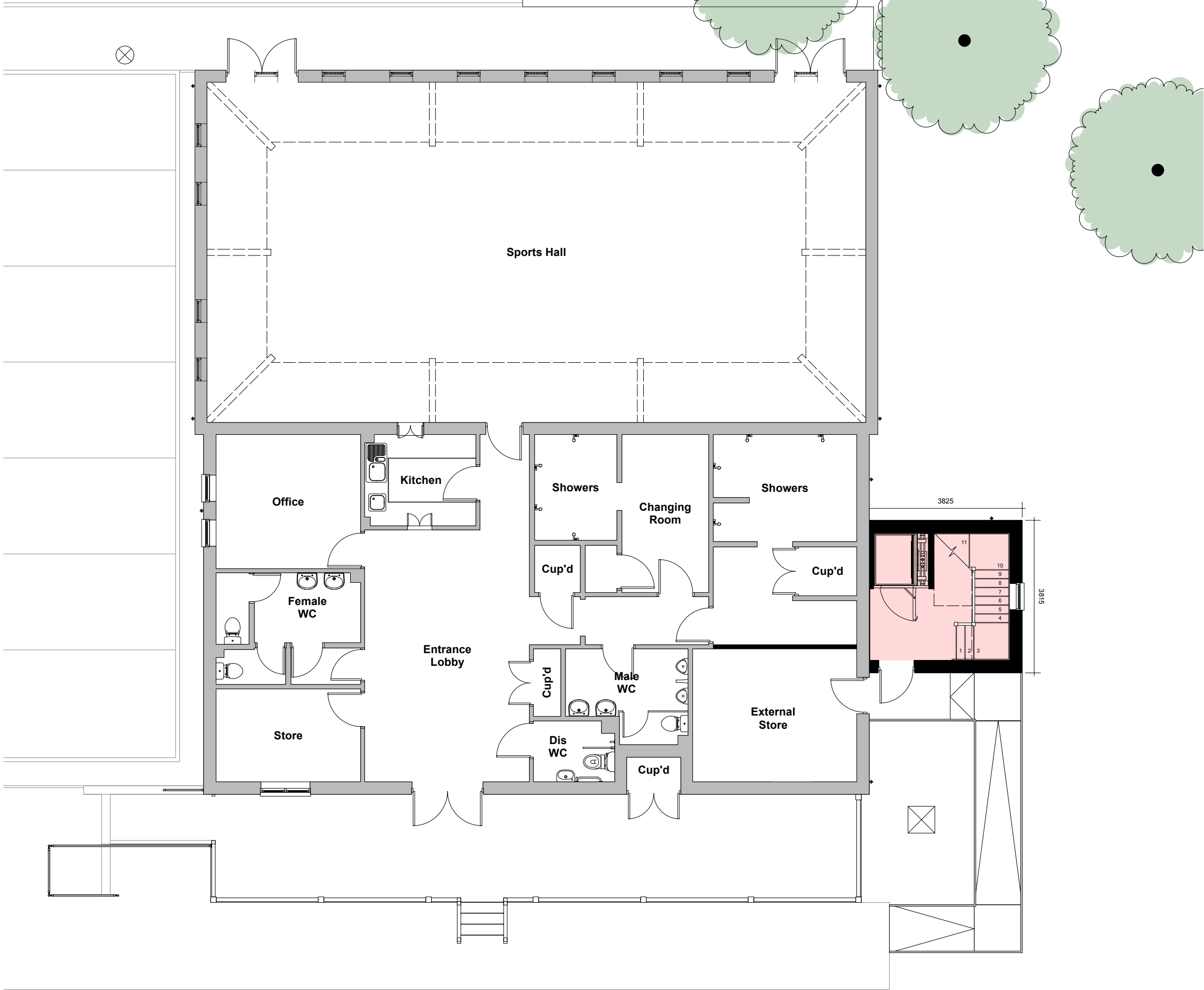
3.11 All those at the meeting will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates them. All statements, questions and responses, challenges to statements, complaints or criticisms must be made calmly and politely.

3.12. All statements, questions and responses must be related to the facts of the matter and not be personal in nature.

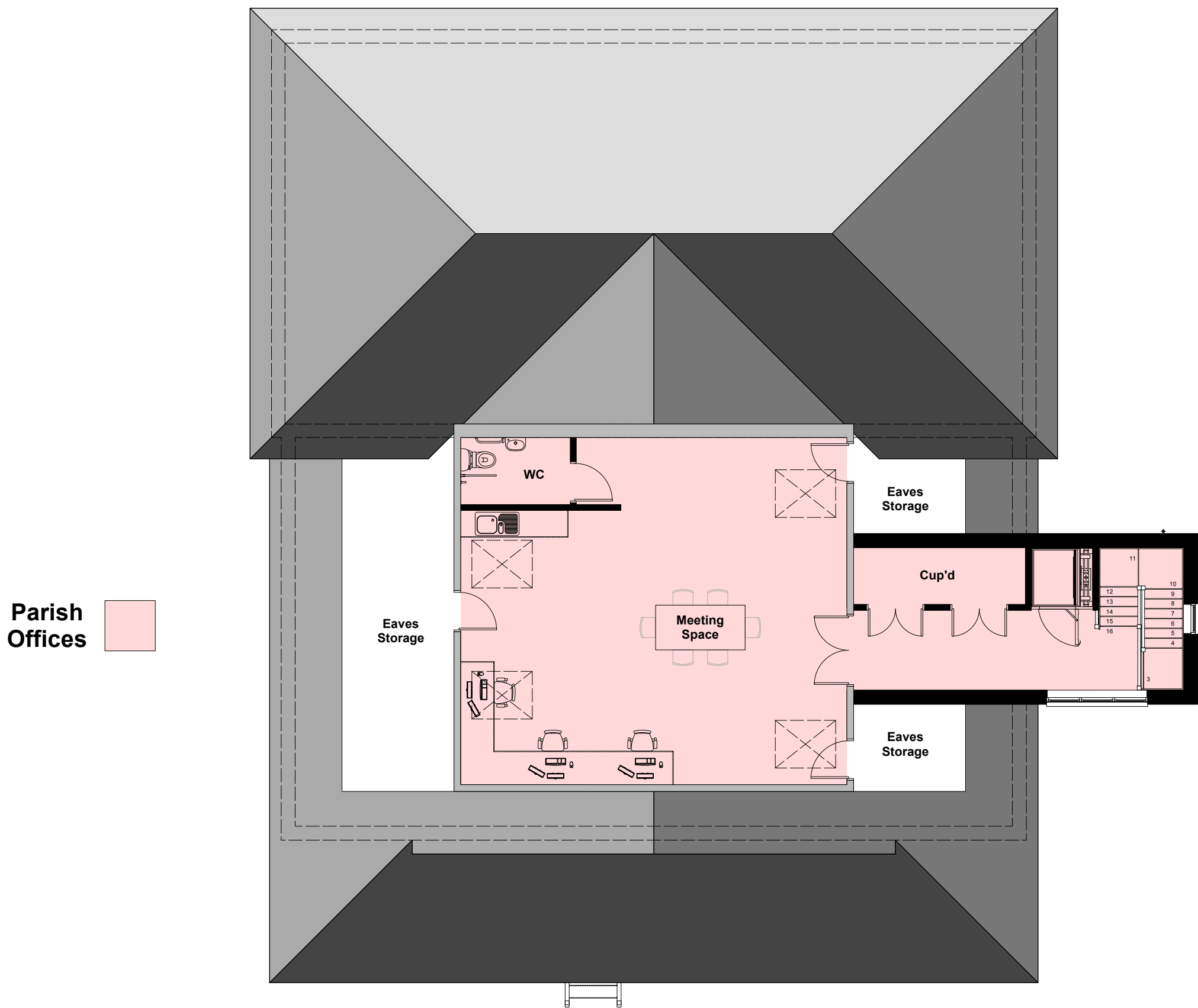
FGP24.130(A)



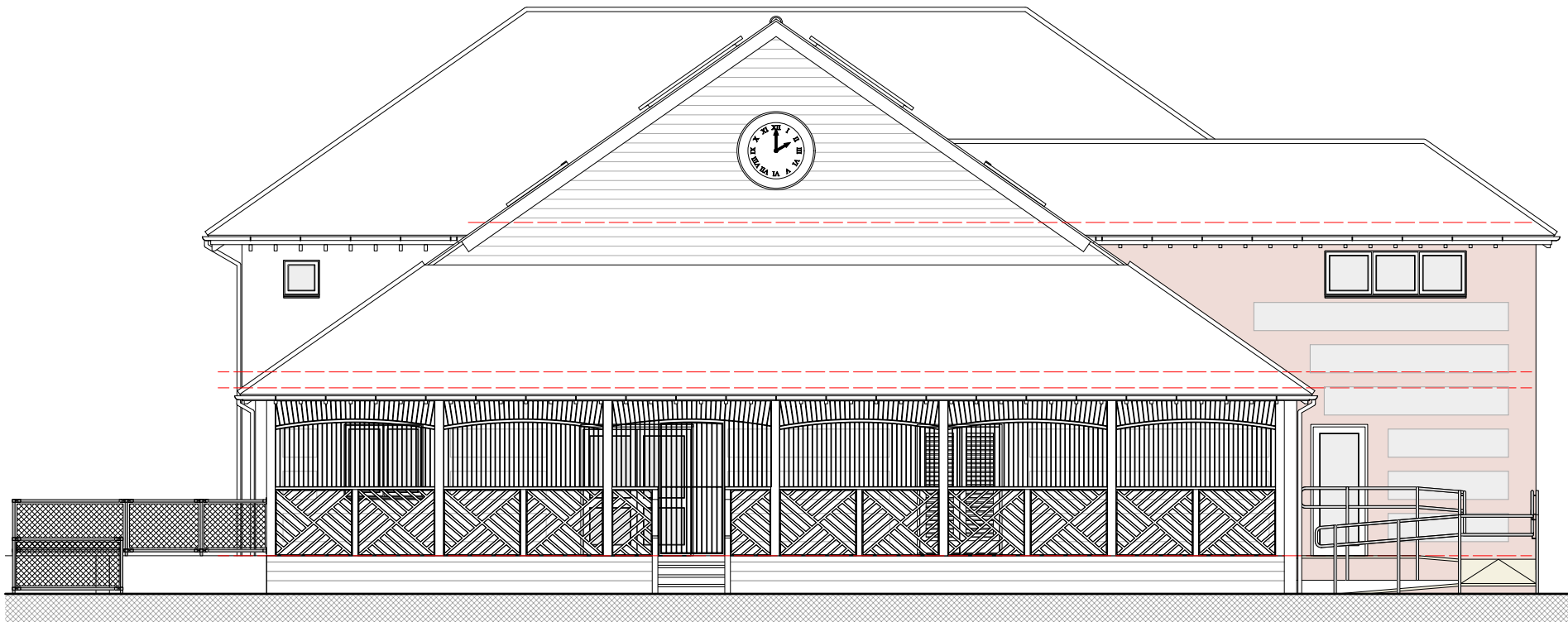
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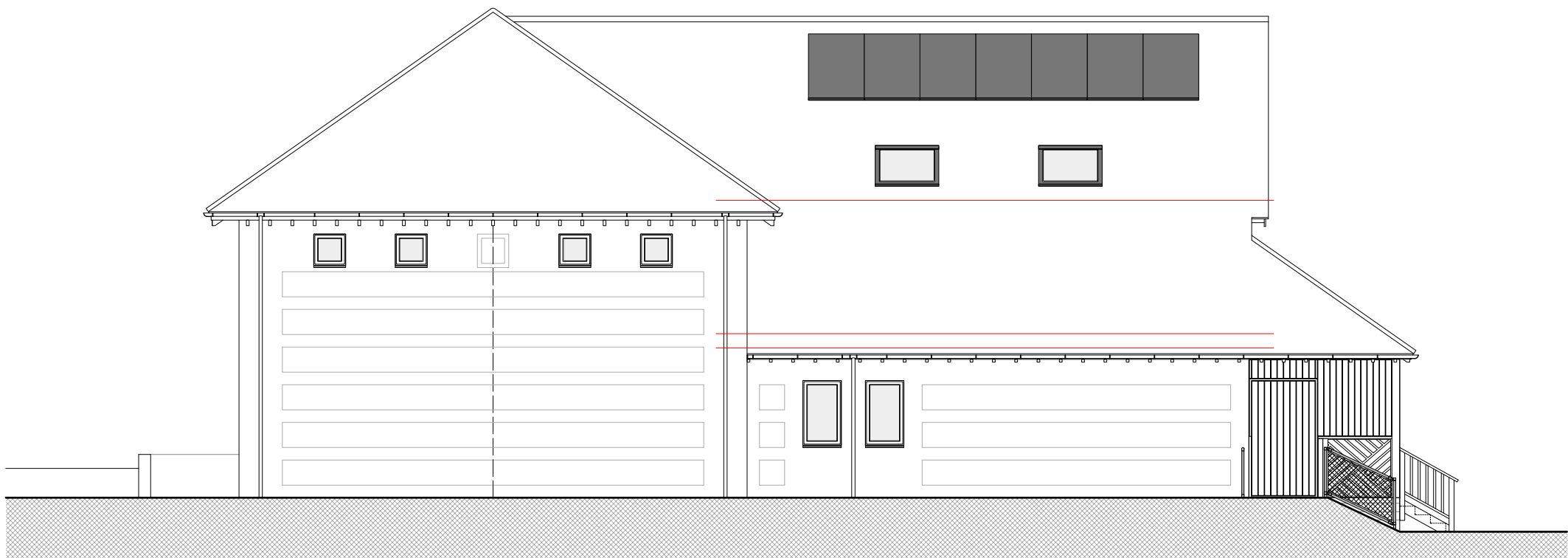
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01 1:100



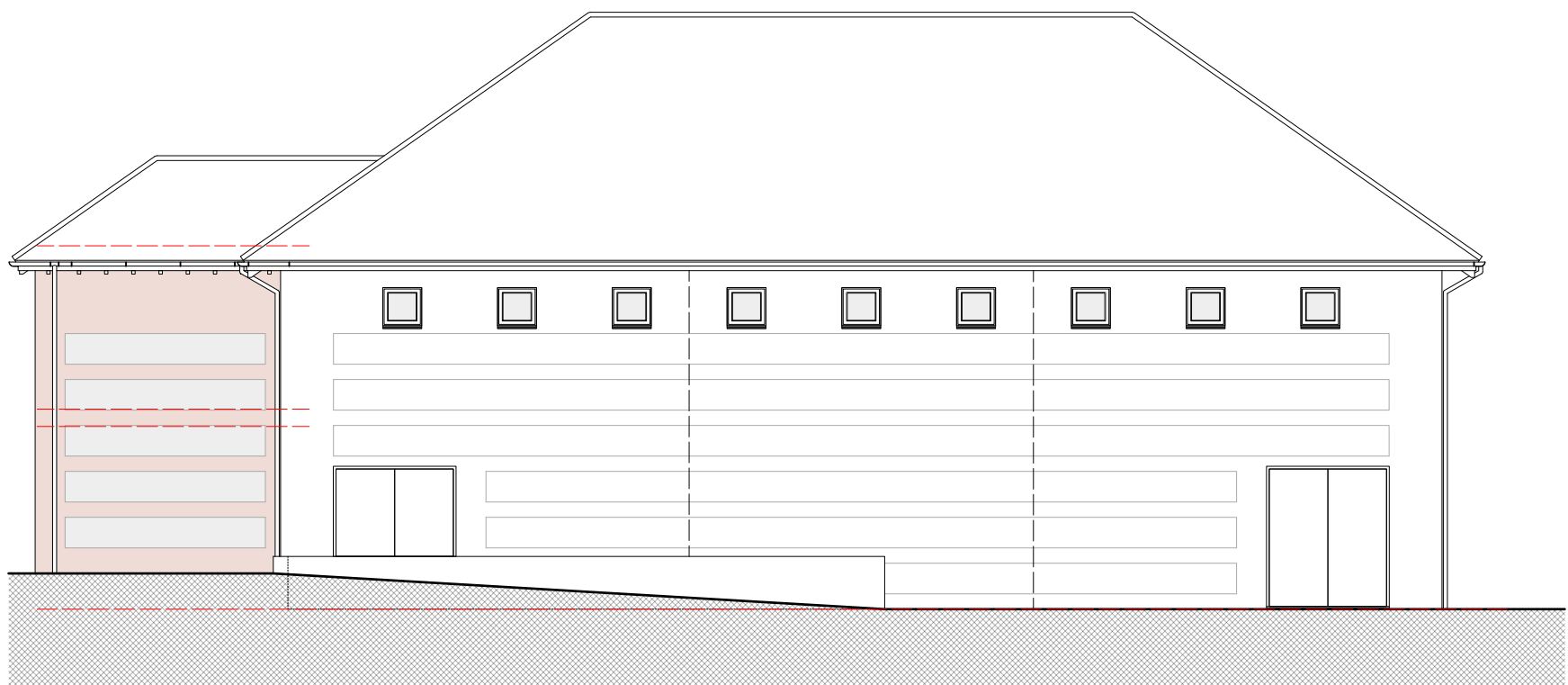
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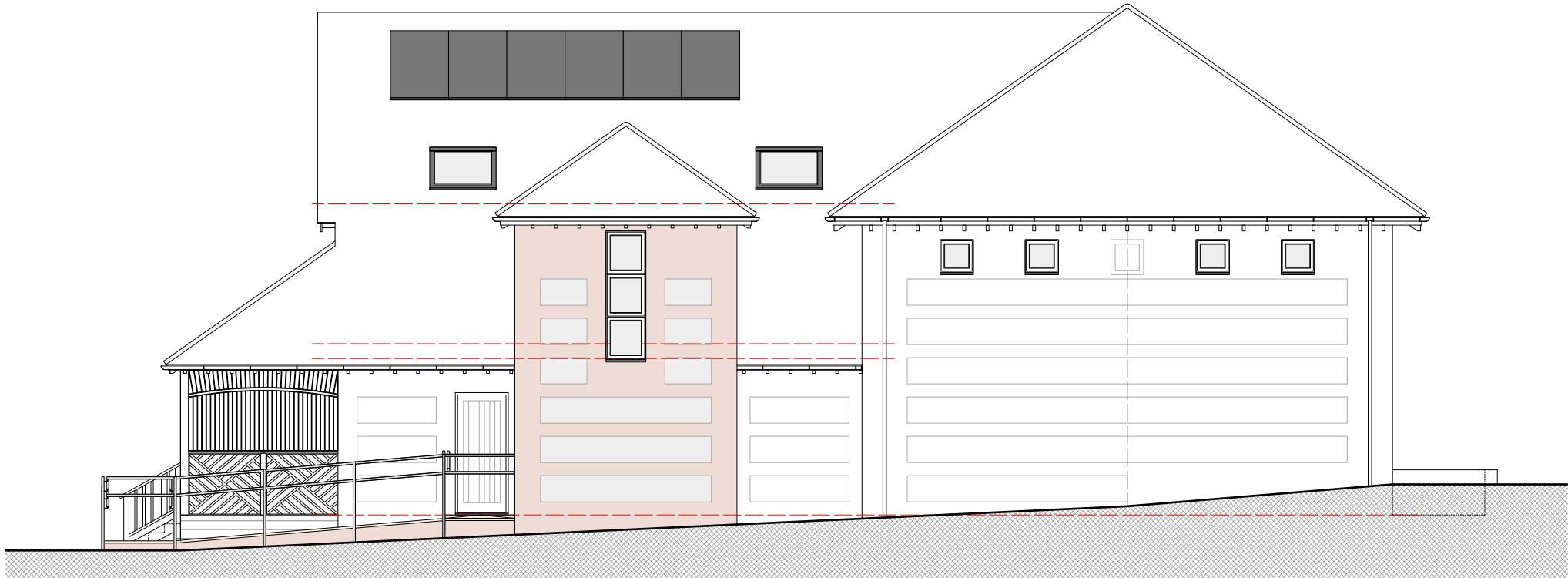
ELV Proposed NE Elevation
01 1:100



ELV Proposed NW Elevation
02 1:100



ELV Proposed SW Elevation
03 1:100



ELV Proposed SE Elevation
04 1:100

Rev B: 22/10/2024: Amended to Clients comments.
Rev A: 27/08/2024: Amended to Clients comments.



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PROJECT: Hampton Park Pavilion
Ash Crescent
Bishopdown Farm
Salisbury
SP1 3GY
DRAWING: Proposed Plans & Elevations Option 04

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DATE: 07 2024

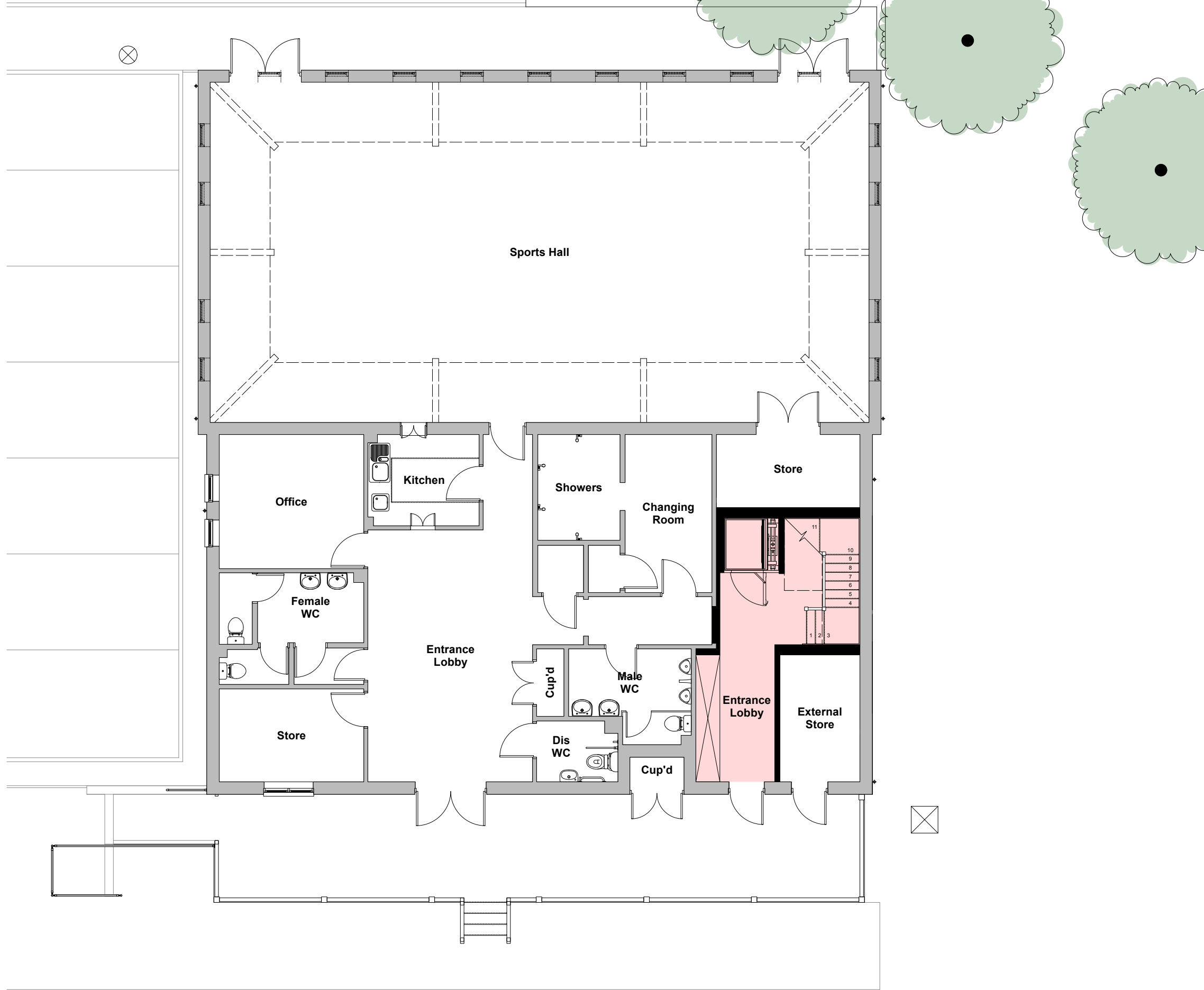
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TENDER: ☐ CONSTRUCTION: ☐
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CHECKED: DATE:

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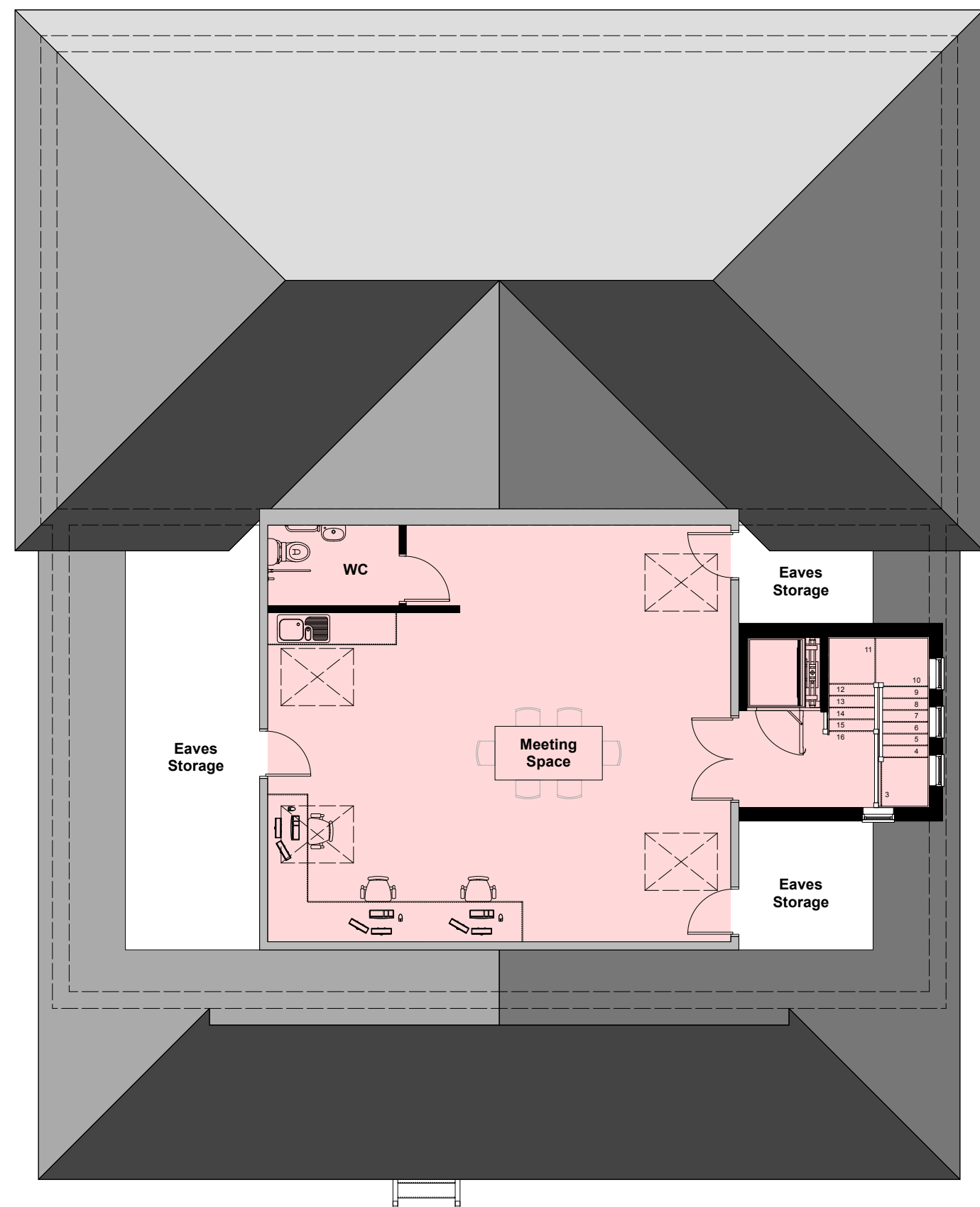
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CURRENT: ☐
SUSPENDED: ☐

FGP24.130(B)



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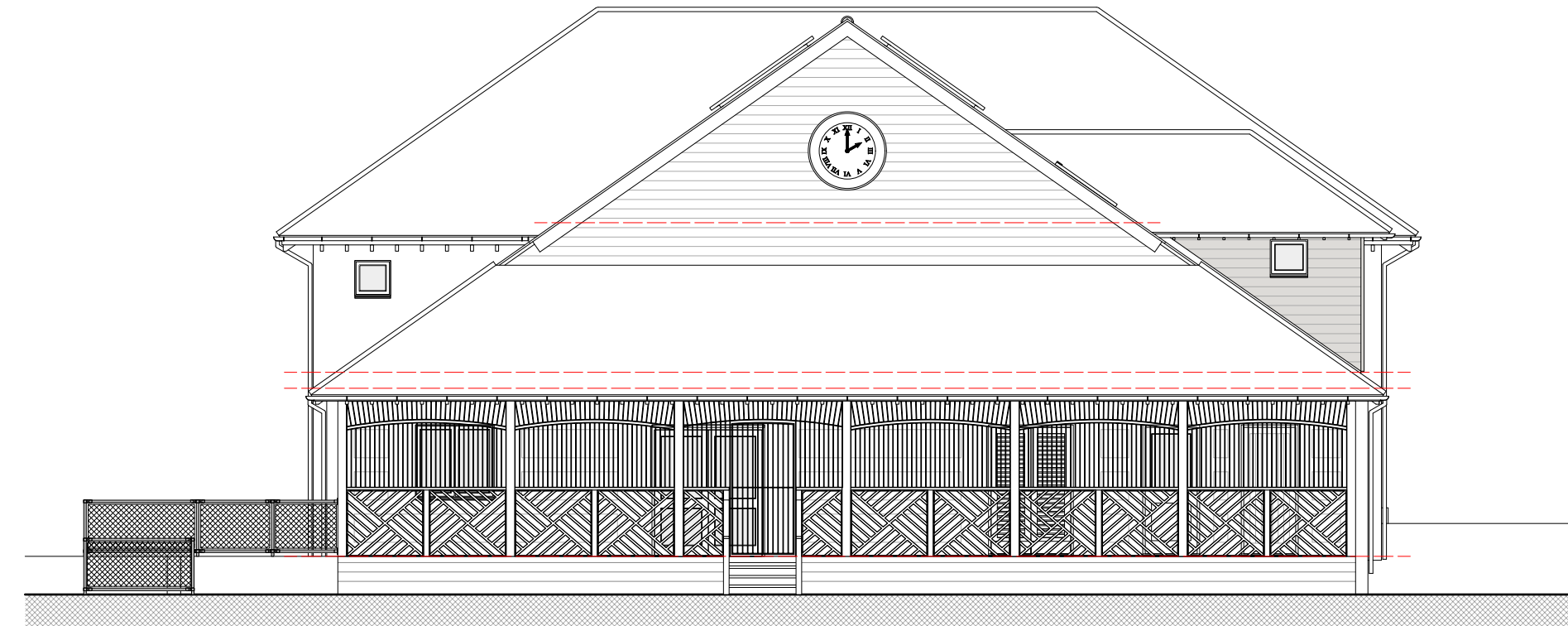


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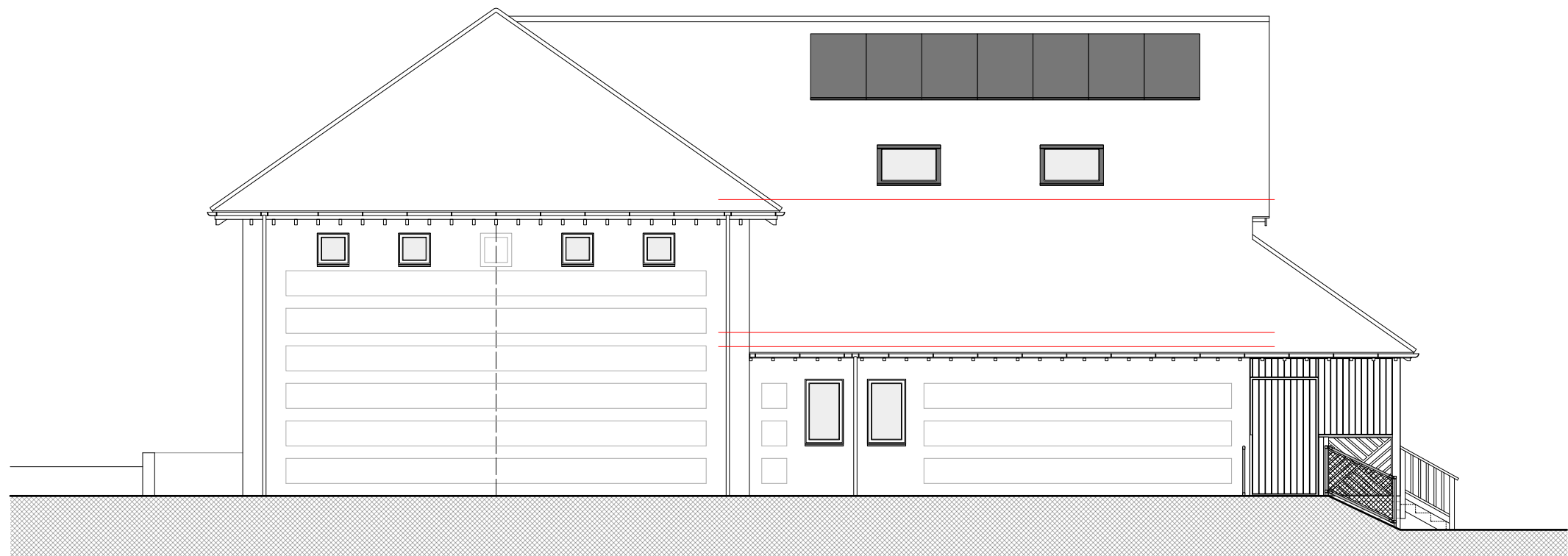
Parish
Offices

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Metres 1:100

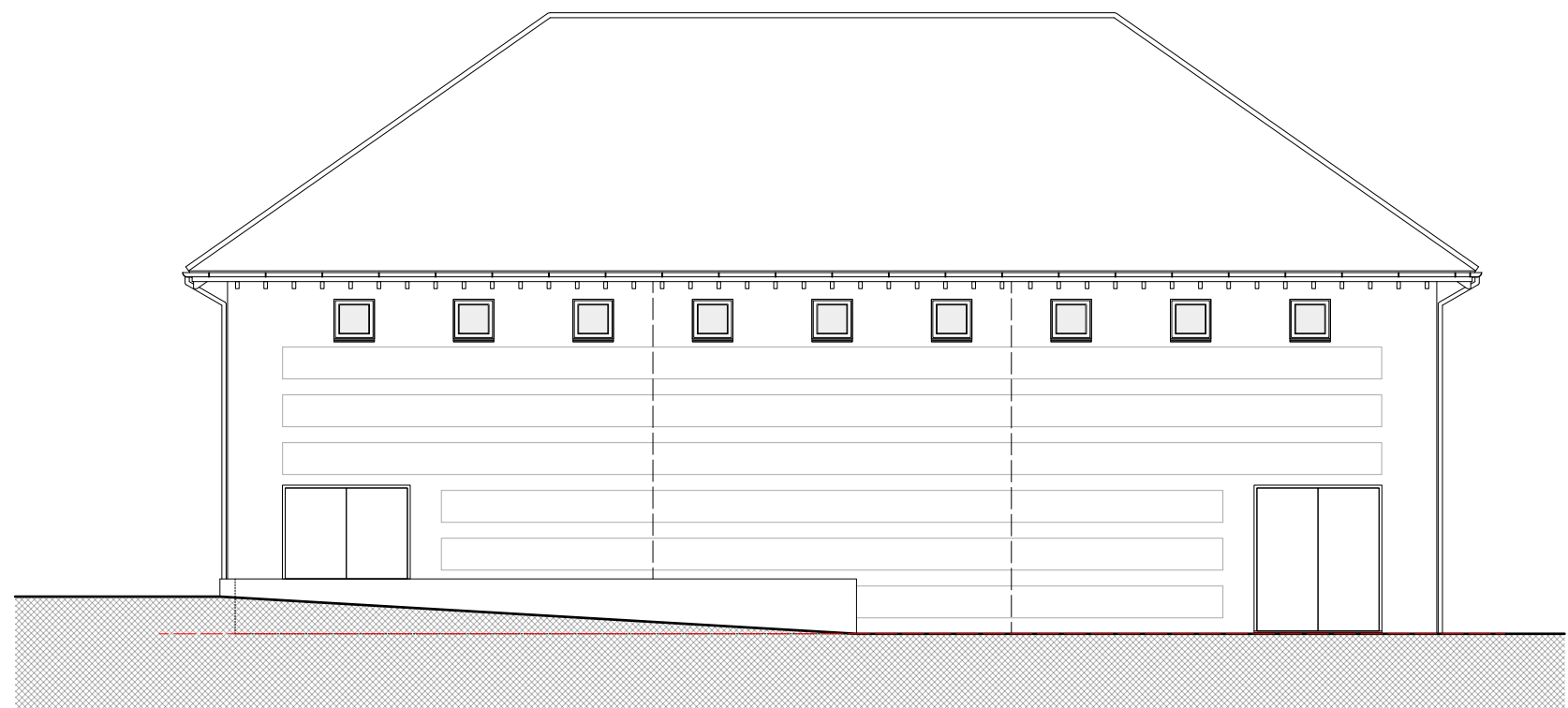
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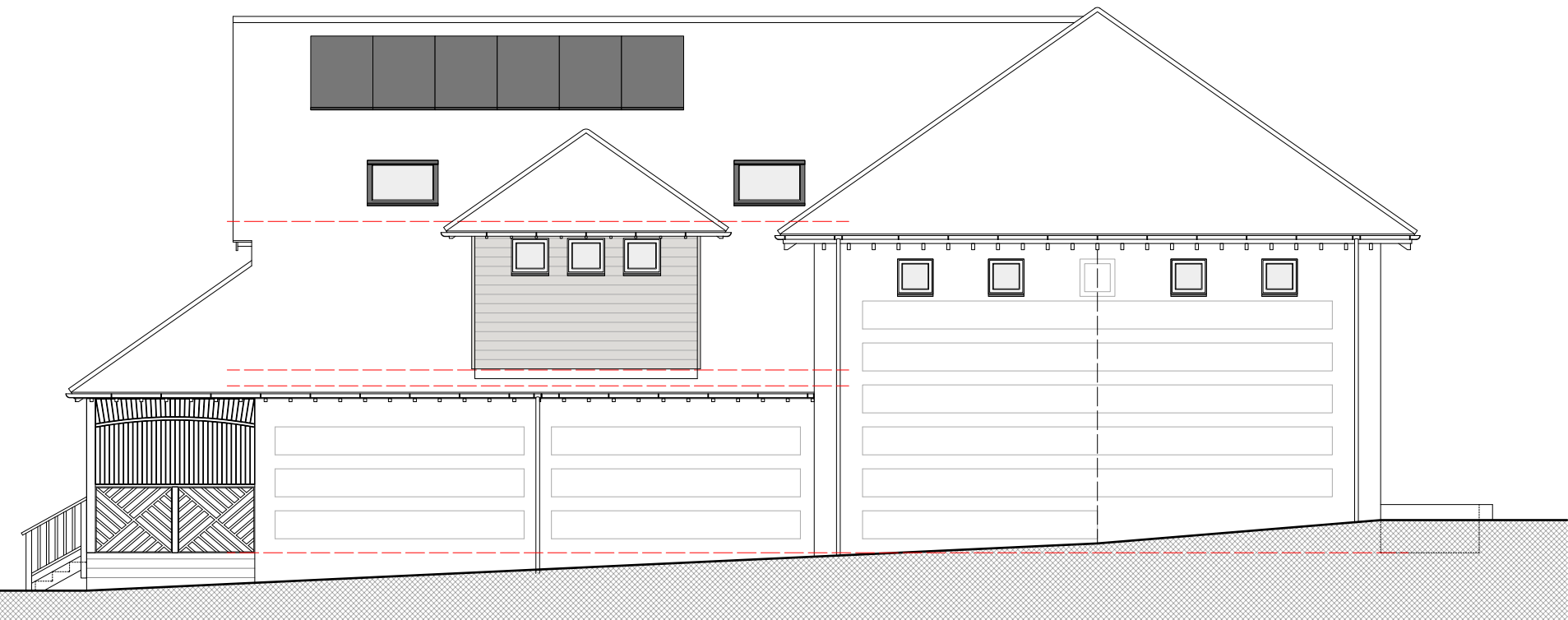
ELV
01



ELV
02



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03



ELV
04



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PROJECT:
Hampton Park Pavilion
Ash Crescent
Bishopdown Farm
Salisbury
SP1 3GY
DRAWING:
Proposed
Plans & Elevations
Option 06

SCALE: 1:100 @ A1
DATE: 10 2024

DESIGN: ☒ PLANNING: ☐ BLDG REGS: ☐
TENDER: ☐ CONSTRUCTION: ☐
DRAWN: DJH DATE: 22/10/2024
CHECKED: DATE:
JOB No:

1101
DWG No: **08** REV: **-**

CURRENT: ☐
SUPERSEDED: ☐