

FORDINGBRIDGE TOWN COUNCIL

Minutes of a meeting of the Finance & Policy Committee held on Wednesday 29th May 2013 at 7.30 pm in the Town Hall, Fordingbridge

Present:

Cllr Connolly – Chairman
Cllrs Adams, Anstey, Hale, Perkins, Robbins, (A) Wilson & (G) Wilson

In attendance:

Ms K Mason, Town Clerk
Mrs M Coatham, Finance Officer.
Mr K Jung

1. To accept apologies for absence

There were apologies for absence from Cllr Fulford, Lewendon, Paton, Price

2. To receive any Declarations of Interest

Cllr Adams declared an interest in payments of accounts (agenda item 5)

3. To confirm the minutes of the meeting held on 17th April 2013 and report any matters arising.

It was proposed by Cllr Adams and seconded by Cllr Hale that the minutes of the meeting held on 17th April 2013 be signed as a true record. All in favour, Carried.

Matters arising

Town Hall repairs – the Clerk confirmed that Mike Castle Builders will be carrying out the repairs.

Cllr Adams suggested that a schedule of work be put in place for cleaning the guttering.

Information Office Computers – The Clerk confirmed that only one computer had required to be purchased as the old one was suitable for internet access use by the public.

Cllr Perkins entered the meeting.

4. To receive any matters raised by Members of the Public

No matters were raised.

5. To receive details of Monies Collected and Payment of Accounts

It was AGREED that the monies collected and payment of accounts be approved and paid.

Westacres Association Ground Maintenance fee shall be taken from the Grounds Maintenance budget and not the grant budget.

6. To approve the Annual Return 2012/13 and discuss internal audit matters.

The Finance Officer explained that the previous internal auditor had moved to another area so a new internal auditor had been recruited following recommendation from the HALC website. The cost for auditing the 2012/13 accounts will be £345.

It was proposed by Cllr Adams and seconded by Cllr Perkins that the Annual Return and Annual Governance statement 2012/13 be approved and signed. All in favour, Carried.

The Asset register contains items which might need to be re-valued according to insurance advice. It was AGREED to set a date of the end of September for the Asset Register to be up-dated by the RFO and Town Clerk.

7. To received recommendations from other Committees

No recommendations from Committees.

8. To consider the following grant applications:

Victim Support – it was AGREED to give a grant of £100.

Rae Straton Lunch Club – it was AGREED to give a grant of £350.

Vitalise – it was AGREED not to award a grant.

Army Cadet Force – This organisation have no accounts as equipment is provided by the Army and any incidental spending is met by the volunteers who run it. It was AGREED by members that they be approach to find out if there was a specific item of equipment they wish to purchase and for them to re-apply for a grant for that.

9. To discuss the Town Council provision of hanging baskets throughout the town.

Mr K Jung (who with Mrs H Tague), on behalf of the Business Forum, organises the hanging baskets and planters throughout the town requested that the Town Council consider purchasing more baskets or pay for the 5 planters to be planted at a cost of £750 (5 x £150). Currently the Town Council pays for 16 baskets at £45 each together with storage, cleaning and erection of the baskets.

There was a query on what the Town Council had previously spent on baskets and Mr Jung volunteered to check the Business Forum accounts on this issue.

It was AGREED that members would discuss this at the next General Council meeting when they had budget information.

The Chairman thanked Mr Jung and Mrs Tague for their hard work in organising the hanging baskets.

Mr Jung left the meeting.

10. To review the delegation arrangements to committees, sub committees, employees and other local authorities

Members viewed the delegation arrangements and AGREED that Committee Chairman be responsible for risk assessments for their own committee responsibilities. It was AGREED that the document be reviewed annually or sooner as required.

It was proposed by Cllr Anstey and seconded by Cllr Hale that the delegation arrangements be adopted. All in favour, Carried.

11. To conduct the annual review of the following policies:

Lone Worker Policy – changes were agreed and the policy adopted.

Health & Safety at Work – changes were agreed.

Standing Orders – changes were agreed.

Financial Regulations – changes were agreed.

Each of the above polices will be reviewed annually or sooner as required.

12. To discuss the purchase of a laptop for planning presentations

Members discussed the purchase of a laptop to utilise the projector system in the Main Hall for Planning Committee presentations.

Chairman

It was proposed by Cllr Perkins and seconded by Cllr (G) Wilson that a laptop is purchased that is compatible with the projection system. All in favour, Carried.

13. To note any items of Correspondence

Letters of thanks for grants were received from New Forest CAB and Life Education Wessex.

14. To receive a report from the Clerk or any other relevant business

Nothing to report.

15. To note the date of the next meeting as Wednesday 26th June 2013.

The meeting finished at 8.50pm.