

FORDINGBRIDGE TOWN COUNCIL
Minutes of a meeting of the Finance & Policy Committee held on
Wednesday 27th May 2015 at 7.30pm in the Town Hall
(Minutes subject to approval at the next meeting of the Committee)

Present:

Cllr Connolly – Chairman

Cllrs Lewendon, Adams, Anstey, Hale, (A) Wilson, (G) Wilson, Earth & Paton

In Attendance:

Mrs H Richards – Town Clerk

Mrs M Coatham – Finance Officer

1. To Elect a Chairman

Cllr Adams proposed and it was seconded by Cllr Anstey and therefore **RESOLVED:** that Cllr M Connolly be elected as Chairman of the Finance & Policy Committee. All voted in favour.

2. To Elect a Vice Chairman

Cllr (G) Wilson proposed and it was seconded by Cllr Anstey and therefore **RESOLVED:** that Cllr M Adams be elected as Vice Chairman of the Finance & Policy Committee. All voted in favour.

3. To receive apologies for absence

Apologies were received from Cllrs Fulford, Perkins and Price

4. To receive Declarations of Interest

Cllr Adams declared an interest in Agenda item no 7, Monies collected and Payment of Accounts as a supplier to the Council.

5. To confirm the Minutes of the meeting held on 29th April 2015 and report on any matters arising.

Cllr Hale proposed and it was seconded by Cllr (G) Wilson and therefore **RESOLVED:** that the Minutes of the meeting of the 29th April 2015 be signed as a true record. All voted in favour

Matters Arising

Minute no.3 – The Finance Officer reported that the works to repair the render and re-set the coping stones on the paddling pool had been completed

Minute No. 8 – Fordingbridge Carer Hub Grant Application – further information received, item to be dealt with under Agenda item 10

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

No Members of the Public present.

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

The Finance Officer summarised the financial activity for May during which period there had been no unexpected or notable items. Tenders for the Lengthsman Contract had been received on Friday 22nd May 2015 and 3 tenders shortlisted for interview.

8. To receive any Finance & Policy Matters referred from sub-committees

the following recommendations were received:

General Purposes Committee 20.5.15

i) “ to accept the amended Burial Regulations with the following inserts

- a) Section relating to the Quaker Burial Area
- b) Item regarding settlement period of graves from burial to erection of headstone”

ii) “ to write-off the unearned income in relation to the unsold Exclusive Right of Burial (estimated to be between £20,000 - £25,000)”.

Cllr (G) Wilson proposed and it was seconded by Cllr Adams and therefore **RESOLVED:**

- a) to accept and adopt the amended Burial Regulations
- b) to write off the unearned income in relation to unsold Exclusive Rights of Burial of between £20,000 to £25,000 relating to the period 2009-2014.

All voted in favour

Amenities Committee 20.5.15

Quotes and Proposals from Hags SMP and Proludic were received by the Committee for consideration.

Following discussion Members AGREED that the Finance Officer should request details from the companies for sites to visit where they have supplied play equipment.

9. To approve the Annual Return 2014/15 and discuss internal audit matters

The Finance Officer summarised items from the recent Internal Audit Report:

Kiosk – No final account received – Project still within Defects Liability Period Final Account not yet due.

Financial Regulations – wrong version reviewed in April see Agenda item 12

Burial Fee recommendation – Agenda Item 8

Payroll – Error in one employees contract, correct payscale had been paid but contract states lower rate – Town Clerk to amend

Following presentation of the Annual Return by the Finance Officer, Cllr Adams proposed and it was seconded by Cllr Anstey and therefore **RESOLVED:** that the Annual Return for the period 2014/15 should be signed off by the Chairman. All voted in favour.

10. To consider the following Grant Applications

- **Fordingbridge Carer Hub** deferred from Finance & Policy Committee meeting of 29th April 2015.

Following consideration of additional information received in connection with the grant application, Members considered that this was a worthwhile organisation with benefits to the local community. Two proposals were received:

- i) Cllr (G) Wilson proposed and it was seconded by Cllr Hale that a grant of £300 be awarded.
- ii) Cllr Adams proposed and it was seconded by Cllr Lewendon that a grant of £250 be awarded

5 Members voted in favour of the first proposal and 3 Members voted in favour of the second proposal and it was therefore **RESOLVED**: that a grant of £300 be awarded.

- **X Company H.I.O.W 3 Troop ACF (Army Cadets)**

Following discussion Cllr Anstey proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: that a grant of £300 be awarded.

- **1st Fordingbridge Scout Group**

Members discussed the grant application received for funding towards the works required to the Scout Hut, namely the replacement of an asbestos roof and upgrading of the toilets. Although, the Council's Grant Policy states that awards will not be made for Capital Projects it was agreed that this project could be classed as exceptional circumstances. The Hall is used regularly by the Scouts and by others and is a well-used resource in the community. Funds have already be raised to allow works to commence in July and be carried out during the school holidays.

The Scouts have been offered the use of the Town Hall in September should the works not be completed.

Cllr Connolly proposed and it was seconded by Cllr Paton and therefore **RESOLVED**: that a grant of £500 be awarded.

All voted in favour.

11. To confirm budget arrangements for works required to the Town Hall to comply with Disabled Access Regulations.

The Finance Officer clarified that a resolution was made by Finance & Policy Committee on 29th January 2014 for £3K to be set aside in the Council's reserves each year for 3 years for these works to be undertaken in the financial year 2018/19.

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

- Standing Orders
- Financial Regulations

Following discussion members agreed the following amendment to the Financial Regulations:

Item 11 Contracts

11.1(e) Add .. prescribed date by the Clerk *or RFO* in the presence of

Members also agreed an amendment in the Standing Orders item 6 (b) to correct a continuity error.

Cllr Lewendon proposed and Cllr (G) Wilson seconded and it was therefore **RESOLVED**: that the Standing Orders and Financial Regulations as amended are accepted.

All voted in favour.

13. To conduct the annual review of the Terms of Reference of the following Committees.

- Amenities
- Finance & Policy
- General Purposes
- Planning
- Staff & Remuneration

Following discussion, Cllr Anstey wished it to be noted that item 11 of the Amenities Terms of Reference, Risk Assessment, did not itemise the areas to be covered by the Committee.

Cllr Lewendon proposed and it was seconded by Cllr (G) Wilson and therefore **RESOLVED**: that the Terms of Reference for the Committees listed above be accepted.

14. To review the Code of Conduct for Councillors

Cllr Anstey proposed and it was seconded by Cllr (G) Wilson and it was therefore **RESOLVED**: that the Code of Conduct be approved..

15. To note any items of Correspondence

The Clerk reported on quotes received for the supply of 2 no. Defibrillators; a donation is to be made by the Friends of Fordingbridge Hospital for the purchase.

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

Nothing to report by the Clerk and no other business raised.

17. To note the date of the next meeting as Wednesday 24th June 2015

The meeting closed at 8.35pm