

FORDINGBRIDGE TOWN COUNCIL

Minutes of a meeting of the Finance & Policy Committee held on Wednesday 30th September 2015 at 7.30pm (Minutes subject to approval at the next meeting of the Committee)

Present:

Cllr Connolly – Chairman

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

In Attendance:

Mrs H Richards – Town Clerk

Mrs M Coatham – Finance Officer

1. To receive apologies for absence

Apologies were received from Cllr Earth

2. To receive any Declarations of Interest

Cllr Adams declared an interest in Agenda Item No. 5, Monies Collected and Payment of Accounts as a supplier to the Council but remained in the meeting but did not speak or vote on this item.

3. To confirm the minutes of the meeting held on 26th August 2015 and report on any matters arising

Cllr Lewendon proposed and it was seconded by Cllr (A) Wilson and therefore **RESOLVED**: that the Minutes of the meeting held on the 26th August 2015 are signed as a true record. All in favour.

Matters Arising

Minute No. 3

- Grounds man's Bungalow – Additional Quotes sought for replacement of soffits and fascias
- BT Invoice Information Office – Refund received for cancellation charge, ongoing to resolve current contract, rates and broadband provision
- 3 Outstanding Hanging Basket Invoices (The Alcove, The Ship & Tesco Express)
- Play Area Enhancement – NFDC advised money to be released upon commencement (scheduled for 12th October 2015)

Minute No. 5

- Town Hall Roof Repairs – Clarification received that quote is inclusive price (scaffold/cherry-picker)

Minute No. 6

- Audit Report – Circulated to members

Minute No. 10

- Defibrillators – Purchase and installation to be co-ordinated by Fordingbridge Community 1st Responders (funds provided by Friends of Fordingbridge Hospital)
- Recreation Ground Barriers – Provision to form part of Car Park Upgrade works

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

No members of the public present.

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

The Finance Officer reported on the financial activity during the past month including raised income for the Information Office from sale of Tickets for the Great Dorset Steam Fair and also the Romsey Show. Payments have been received from New Forest DC for the Precept instalment and second payment for the Information Office partnership. Income also received from Moto Guzzi following the Bank Holiday rally.

The Finance Officer summarised the expenditure for September including the refurbishment of the Memorial Gates – this has now highlighted the need to refurbish the railings either side of the gateway.

Cllr Perkins queried if the figure shown for Great Dorset Steam Fair ticket sales is profit – the Finance Officer confirmed that the Council receive 10% of the total sales.

The Annual pump service at the Pavilion had resulted in no further repairs required.

With regard to the budgets, the Finance Office reported that following the completion of the repairs to the gutters at the Town Hall, further remedial work requirements will be assessed including any further works to the Clock Tower. The Information Office staff costs remain high and following investigation it had been found that high postage costs were due to Tourist Information Packs being sent – the provision of Tourist information and subsequent costs should be reviewed at year end including whether the NPA should or could contribute.

Following the receipt of the further quotes for works to the Memorial Bungalow, budget provision will be considered for next Financial Year.

The Clerk advised that consideration should be given to the formation of an advisory Buildings Committee to provide professional advice on buildings provision and maintenance.

The Finance Officer concluded the Financial Report by advising Members that outstanding sums were due from the Rugby Club and further discussion is awaited with the Turks Football Club on pitch hire and block bookings.

6. To receive any Finance & Policy matters referred from sub-committees

- Amenities Committee – Repair/Replacement of Orbitor Roundabout

Following receipt of quotes for replacement of the roundabout of £2605.63 (HAGS SMP) and £5030.00 (Proludic) and a further quote from Hags SMP for the bearing repairs only of £1,344.00, clarification had been sought regarding the condition of the

other elements of the roundabout – it was confirmed that the other metalwork was sound and did not require replacement. Concern was expressed over the apparently high cost of replacing the bearings compared with a new roundabout, however this is a task that cannot be carried out by the Council's own staff, so the labour element is high.

Cllr Anstey proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: that the quote received from Hags SMP in the sum of £1,344 to replace the bearing on the roundabout should be accepted. All in favour

- General Purposes Committee – Repairs to Hall Gutters, as previously discussed

Cllr (G) Wilson proposed and it was seconded by Cllr Adams and therefore **RESOLVED**: that the quote received from M Castle in the sum of £1,498.69 for repairs to the gutters be accepted. All in favour.

- Information Office Access Ramp.

Cllr (G) Wilson proposed and it was seconded by Cllr Price and therefore **RESOLVED**: that a Portaramp be purchased for the Information Office at a cost of £240.00. All in favour

7. To consider the following Grant Applications:

- **Avon Valley Concerts**
- **New Forest Disability**

Following discussion on the applications:

Cllr Price proposed and it was seconded by Cllr Hale and therefore **RESOLVED**: that a grant of **£250.00** is paid to Avon Valley Concerts. All in favour

Cllr (G) Wilson proposed and it seconded by Cllr Lewendon and therefore **RESOLVED**: that a grant of **£100.00** is paid to New Forest Disability. All in favour

8. To review the following Risk Assessments

- Town Council
- Cleaner/Caretaker
- Office Based Staff
- Town Hall Workshop

Cllr Anstey advised members that he had reviewed the Risk Assessments and would discuss amendments with the Assistant Town Clerk and Finance Officer prior to making a recommendation to the Finance & Policy Committee on 28th October 2015.

Cllr Price requested that Risk Assessments require 2 persons to be present when ladders are in use.

9. To discuss the future provision of the Christmas Lights

The Clerk reported that following a meeting with the current contractor, STN Solutions a response had been received regarding extending the current contract for a further year. The proposal is for additional provision for an extra year at the

current annual rate of £7,280. Members considered whether to accept this quote or to undertake a tendering exercise for provision of the Lights Contract from 2016.

Following discussion regarding previous quotes, ownership and storage of the lights and service provided by the contractor, the Chairman informed the meeting of The Rotary Club's involvement and wish to be involved in the Tendering process. It was also felt that less lights were provided last year and members requested that the contract be checked for testing requirements.

Cllr Adams proposed and Cllr Lewendon seconded and it was therefore **RESOLVED**: that a tender is prepared for provision of the Christmas Lights from 2016.

The Finance Officer confirmed that this would be prepared and tenders invited to allow Tenderers to view the lights displayed this year 2015-16.

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

The Finance Officer provided members with an update on pension provision following attendance at a Pensions Workshop and informed members that a response is awaited regarding Auto Enrolment. Annual Pension Statements have been issued to staff with September salary payments.

The Clerk informed members of a letter received from the Clerk of Hyde PC concerning the parish's use of the Town Council's photocopier – confirmation is sought that this activity may continue with relevant payment. The Clerk also confirmed that a similar arrangement was in place with Sande Heath PC. Members **AGREED** that this usage could continue.

The Chairman reported on a request from the Fordingbridge Rugby Football Club for provision of 6 floodlights on the Brownsey's Field Pitch or alternatively on the 2nd pitch located in the Recreation Ground. The FRFC would pay all costs in relation to this provision and no cost would be incurred by the Town Council. Following a meeting with the owner of the land at Brownsey's Field, consent would not be given for provision on his land.

Concern was raised that if 6 lights are provided to the pitch situated on the Recreation Ground, lights would be positioned in close proximity to the 2nd football pitch adjacent to the road and this would "set" the area as a Rugby Pitch only and not for general use. Further concern was raised regarding the area being dug up to allow for cabling to be installed.

Members requested that a response be made; informing the Rugby Club that provision would not be possible on Brownsey's Field and requesting further details for provision on the 2nd pitch.

11. To note the date of the next meeting as Wednesday 28th October 2015

The meeting closed at 8.55pm