

## **FORDINGBRIDGE TOWN COUNCIL**

### **Minutes of the Finance & Policy Committee held on Wednesday 31st August 2016 at 7.30pm in the Town Hall (Minutes subject to approval at the next meeting of the Committee)**

**Present:** Cllr Connolly Chairman  
Cllrs Anstey, Price, Hale, Perkins, Earth, Bailey, Wilson, Lewendon, Adams & Paton

**In attendance:** Mrs H Richards, Town Clerk (TC)  
Mrs M Coatham, Finance Officer

#### **1. To receive any apologies for absence**

Apologies were received from Cllr Fulford

#### **2. To receive any Declarations of Interest**

Cllr Adams & Cllr Perkins declared an interest in Agenda item 5, Monies Collected & 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 27<sup>th</sup> July 2016 and report any matters arising**

Cllr Lewendon proposed and it was seconded by Cllr Adams and therefore **RESOLVED**: that the minutes of the meeting held on the 27<sup>th</sup> July 2016 be signed as a true record. All in favour.

#### **Matters Arising**

Minute No. 5 – CiLCA - The Finance Officer requested that a resolution be made regarding payment of registration, course fees and overtime to enable the Clerk to undertake the CiLCA qualification.

Cllr Adams proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: to pay the costs involved to enable the Clerk to undertake CiLCA qualification course.

Following further discussion, Cllr Hale proposed and it was seconded by Cllr Anstey and therefore **RESOLVED**: to pay half of the overtime costs for the Finance Officer to undertake the CiLCA qualification course as this will also be of benefit to the Council (Hyde PC will meet all other associated costs).

Fishing Income – The Finance Officer confirmed that the annual payment for fishing rights had (today) been received from the Ringwood & District Angling Club (this was not shown on this month's accounts as received after preparation of monthly statements).

Minute No. 6 – Gardener – The Chairman advised that he had spoken with a local gardener who had given (verbal) advice regarding the Memorial Gardens and had quoted £40.00 to provide a one-off enhancement for the Roses (pruning feeding and soil improvement). The Council would then look at employment of a seasonal gardener to tend the Gardens.

Outstanding fencing and groundworks – the Finance Officer confirmed that a meeting was due to take place later in the week with the Contractor regarding the outstanding works.

Cllr Adams remarked that the toilets (concession building) needed investigation to ascertain what could be done to make improvements to the drainage and cleaning.

The Clerk confirmed that the new White Lining machine had been received.

Minute No. 8 - A338 Joint Approach – the Clerk advised that confirmation had been received from Ringwood TC to move forward with a joint approach, accident statistics had been analysed and compared with the B3347 (much higher on A338) and that a 50mph speed restriction had recently been advertised on the B3347.

#### **4. To receive any matters raised by Members Of the Public**

No members of the public present.

#### **5. To receive details of Monies Collected & Payment of Accounts**

The Finance Officer summarised the accounts for August and members noted that a donation had been received from the Rugby Club towards pitch maintenance and that the Hampshire CC Grant funds had been received for the Playscheme.

With regard to expenditure, the Finance Officer advised that payment for the new White Liner was included this month together with £960.00 fee for the external audit. Reference in the expenditure to CF Corporate Finance relates to the new lease of 2 new printers (one at the Town Hall and 1 at the Information office), a credit is expected as one lease was free. Lastly, the Playscheme payroll figures are included in the August expenditure.

Budgets The Finance Officer reported no overall concerns. Works to the Memorial Bungalow agreed for this year through General Purposes would commence in September. The Amenities Budget could be affected by ongoing discussions with the Rugby Club regarding block bookings and the Finance Officer advised that Football Club games had significantly increased.

The Finance Officer advised that the Council would need to consider a separate events budget as costs were increasing.

The Clerk reported that a maintenance problem had occurred at the paddling pool during the week which had resulted in a drainage contractor being called out. The issue had been temporarily resolved, however further works will be required once the pool has been closed at the end of the summer. Additional expenditure would be required from the Amenities budget.

The Finance Officer also advised that following the annual service from Aish Pumps, investigation was required to check that the pump was safe.

#### **6. To consider the following Grant Applications**

- **Life Education Wessex**

Following discussion Cllr Paton proposed and it was seconded by Cllr Perkins and therefore **RESOLVED:** that no grant would be offered to Life Education Wessex as Members were unsure of the benefits of the scheme and money could be better spent.

#### **7. To receive the Audit Report**

The Finance Officer summarised the report and advised that it was queried that the Risk Assessment (workshop) was approved at Finance & Policy meeting on 30th March 2016 but was not presented to General Council until after the end of the financial year on the 6<sup>th</sup> April 2016. The Auditor accepted that as the Finance & Policy Committee consisted of all Members this was in order. It was also noted that the annual accounts were approved by the Finance & Policy Committee at the end of June after the start of the Electors Rights period – note to approve before start of period in future.

#### **8. To consider funding for the Christmas Event & improvement to lights**

The Clerk advised that an application had been prepared for a Celebrate Lottery Grant in the sum of £8150.00 covering both the Christmas Event on 2<sup>nd</sup> December 2016 and also a further summer event next year.

Cllr Wilson proposed and it was seconded by Cllr Anstey to accept the application to the Celebrate Big Lottery Fund in the sum of **£8150.00**

The Clerk then advised that following meetings with the Chairman of the Business Forum a quote had been received for preparation of frames to house the existing Christmas lights (currently only 3 framed sets). Quote from James Allied Engineering, Damerham to:

Create aluminium frames, fitting the decorative light support and re wiring the same  
£150.00 - £200.00 (+ VAT) per frame

The unframed lights are not as robust and last year attracted high maintenance/call out costs when they failed. It is anticipated that by framing the lights, call out costs can be reduced or alleviated. The Clerk also advised that the Finance Officer and herself were in the process of preparing a Tender document for the lighting contract.

A further quote had been received (via the Business Forum) for additional poles on which to hang additional sets of lights in the sum of £180.00 + VAT per pole. 1 pole is urgently required to hang lights in Salisbury Street and a further 7 poles would allow provision of additional sets of lights.

Cllr Perkins proposed and it was seconded by Cllr Hale and therefore **RESOLVED** to accept the quote from James Allied Engineering in the sum of no more than £200.00 per frame and to purchase 10 frames this year. In addition, 1 additional pole should be purchased in the sum of £180.00 to be placed in Salisbury Street, opposite to Caxtons to accommodate an additional set of lights.

**9. To receive a report on the Summer Playscheme 2016**

The Finance Officer reported that the scheme had been very successful, with lots of places being pre-booked. The NFDC grant and Hampshire CC grants had now both been received. After taking into account Town Hall and Information Office staff costs, the scheme had broken even this year. The chairman requested that a letter of thanks is sent to the scheme manager, Sue Little.

**10. To consider a request from Westacres Residents Association for a contribution towards grass cutting**

Cllr Adams proposed and it was seconded by Cllr Paton and therefore **RESOLVED**: to pay the sum of **£200.00** to the Westacres Residents Association as a contribution for grass cutting and maintenance works.

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

No matters referred from sub-committees.

**12. To note any items of correspondence**

No items of correspondence to report.

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

The Clerk reported that Ringwood Town Council were undertaking further maintenance works at the Recreation Ground during this week.

**11. To note the date of the next meeting as Wednesday 28<sup>th</sup> September 2016.**

The meeting closed at 8.45pm