

FORDINGBRIDGE TOWN COUNCIL
Minutes of the Finance & Policy Committee held at 7.30pm on
Wednesday 28th June 2017 in the Town Hall
(Minutes subject to approval at the next meeting of Committee)

Present: Cllr Connolly - chairman
Cllrs Fulford, Earth, Hale, Anstey, Paton, Lewendon, Price & Adams

In Attendance:

Mrs H Richards, Town Clerk (TC)
Mrs M Coatham, Finance Officer (RFO)

1. To receive any apologies for absence

Apologies were received from Cllrs Bailey & Wilson

2. To receive any declarations of interest

Declaration of Pecuniary Interest received from Cllr Adams regarding Item 5 Payment of Accounts as a supplier to the Council. Cllr Adams remained in the room during this item but did not speak or vote.

3. To confirm the minutes of the meeting held on 31st May 2017 and report on any matters arising

The Clerk confirmed that Minute No. 5 had been amended following the request received at the General Council meeting on 7th June 2017.

Cllr Paton entered the meeting.

Cllr Lewendon proposed and it was seconded by Cllr Anstey and therefore **RESOLVED:** that the minutes of the meeting held on the 7th June 2017 be signed as a true record.

All in favour.

Matters Arising – Minute No. 5 (3) Awaiting response from Contractor
- Kiosk Drainage – Awaiting response from Architect/Builder
- Minute No. 12 – letter of complaint sent to NFDC regarding lack of consultation

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 RFO summarised the financial activity for June and members noted the following items of income: Hanging Baskets, Whippets Derby and the quarterly kiosk lease instalment.

Items of expenditure noted included: the majority of spending related to the Twinning Anniversary events; new Council vehicle, tow bar fitted, service carried out and subsequent break down – this raised a query over authorisation of works/spending by the groundsman – RFO and TC to clarify with groundsman and check financial regulations are adequate. Additional expense had been incurred for emptying the skip at the Recreation Ground more frequently during the Whippets camp. The full annual cost has been charged for grounds maintenance (Ringwood Town Council) and costs incurred for boiler repairs in the pavilion following a breakdown during the Whippets camp – a service was also carried out to the boiler and safety certificate obtained. Quote received for annual servicing contract from Asbury, further price to be obtained.

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

Nothing referred from sub-committees.

7. End of Year Accounts – Internal Audit report

The RFO reported on the recent Internal Audit visit and report.

The following resolution was a requirement from the report to regularise the authorisation of previous spending for works at the Recreation Ground.

Cllr Anstey proposed and it was seconded by Cllr Paton and therefore **RESOLVED**: to accept the decision to contract with Earlcote for the completion of fencing works at the Recreation Ground (Memorial Gardens). All in favour

The Audit report also raised the following items:

- Review & verification of Assets held on the Assets Register. Suggested Member(s) carry out verification. Cllr Fulford agreed to undertake this work. (Could be split between members if necessary). RFO to provide copy of Asset Register for Cllr Fulford's use.
- Lengthsman Scheme – Funds held on behalf of other parishes. Calculation of balance for each parish required – RFO has completed this item.

The RFO then explained the End of Year accounts and financial statements.

Cllr Lewendon proposed and it was seconded by Cllr Anstey and therefore **RESOLVED**: to recommend to General Council that the Annual Governance Statement 2016/17 prepared by the Responsible Finance Officer is approved.

Cllr Lewendon proposed and it was seconded by Cllr Price and therefore **RESOLVED**: that to recommend to General Council the Accounting Statements 2016/17 prepared by the Responsible Finance Officer are approved.

All in favour.

The Chairman thanked the RFO for her work on the end of year accounts.

8. Kiosk Lease – due for renewal in December

Members noted that the term of the Kiosk Concession Lease ends on 31st December 2017, the tenant has security of tenure, Clerk to report back to Finance & Policy Committee in July regarding rent review.

9. Lengthsman – continuation of contract with existing lengthsman

Following a brief discussion regarding the lengthsman contract, which has funding for the current year, Cllr Hale proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: to extend the existing contract for a further year, ending on 30th June 2018. All in favour.

10. CIL/S106 - Funding position

The RFO advised that quotes are awaited for replacement of the skatepark and provision of a MUGA, these items and the spending of funds at Bishops Pond will be placed on the Amenities Agenda for July for a recommendation to be made to Finance & Policy Committee at the end of July.

11. To receive an update regarding the Town Hall Project

Following receipt of the report into the defects with the roof and clock tower identified by Sheerin Bettle Associates (SBA), this will be reported to General Purposes Committee with SBA attending – Town Clerk to obtain ball park figure for remedial works.

12. To receive any items of correspondence

There were no items of correspondence to report.

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

The clerk advised that interviews were due to take place during the following week for both the Administrative Assistant and Information/Admin Assistant posts.

Cllr Anstey advised the meeting of attendance at a recent course “Local Council Finance for Councillors” which was very informative and he would recommend to Members.

14. To note the date of the next meeting as Wednesday 26th July 2017

The meeting closed at 8.28pm