

FORDINGBRIDGE TOWN COUNCIL
Minutes of the Finance & Policy Committee held at 7.30pm on
Wednesday 29th March 2017 in the Town Hall
(Minutes subject to approval at the next meeting of Committee)

Present:

Cllr Connolly – chairman

Cllrs Price, Adams, Lewendon, Anstey, Hale, Fulford, Bailey, Wilson, & Paton

In Attendance:

Mrs H Richards, Town Clerk (TC)

Mrs M Coatham, Finance Officer (RFO)

1. To receive any apologies for absence

Cllrs Earth & Perkins

2. To receive any declarations of interest

Cllr Adams declared a Pecuniary Interest in Agenda Item 5, Monies Collected and Payment of Accounts as a supplier to the Council, he remained in the meeting but did not speak or vote on this item.

3. To confirm the minutes of the meeting held on 22nd February 2017 and report on any matters arising

Cllr Anstey proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: that the Minutes of the meeting held on 22nd February 2017 be signed as a true record. All in favour

Matters Arising:

Minute No. 5: - Christmas Lights – the RFO reported that the draft tender had been received from the Rotary Club; the Chair advised that the Clerk had attended a Festive Lighting Seminar (Hampshire County Council) which provided advice on current legislation and requirements.

Minute No. 8: - Information Office move to Town Hall – Cllr Fulford reported that she had been in contact with the Conservation Officer. The Clerk advised that the Landlord for the Kings Yard premises had agreed a renewal of the 2 year lease with the addition of a 6 month break clause – draft lease awaited.

Assistant Clerk vacancy – The Clerk informed members that interviews had taken place last week however as yet the post has not been filled.

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 March accounts and members noted the following items:

- Skatepark – Police holding a community youth engagement session at the Salvation Army Hall in April including attendance by skatepark provider.
- Small Grants Funds received for AVP map board

- Green Shelter repaired at the recreation ground
- Invoice for lifting equipment for Town Hall roof inspection – report awaited
- Picnic Benches for Recreation Ground ordered and paid for
- Insurance expenditure relates to 2017/18
- Expenditure for Avon Tree Care relates to tree work from 15/16 surveys
- AA inspection fee – no vehicle purchased

Budgets

General Purposes:

- Works (planned) being carried out to Memorial Bungalow – invoices due
 - Boiler repairs carried out to Memorial Bungalow – additional expenditure
- Expected underspend for General Purposes approx. £14,000

Amenities:

- Invoice raised for Kiosk rental
- Works not carried out to play equipment
- Paddling Pool works completed – invoice awaited

Expected underspend

Finance & Policy:

Expected overspend

The Finance Officer then advised members of the following items:

- Correspondence received from BDO (Auditors) advising key dates for end of year accounts
- Trees – annual survey – Avon Tree Care now quoted – members queried whether there is an additional cost for the Council's operative to assist with the tree work - RFO to ascertain approx. costs & action
- BT correspondence received regarding accounts
- Water & Sewer accounts now combined
- Car park youth shelter – confirmation from NFDC that shelter can be removed – need to find insured contractor to remove

6. To consider the following grant applications

- Salvation Army – defer until next month – chairman to speak with applicant

- New Forest Citizen Advice Bureau –

Cllr Fulford proposed and it was seconded by Cllr Hale and therefore **RESOLVED:** that a grant of **£350.00** is awarded to NFCAB. All in favour

7. To receive any Finance & policy matters referred from sub-committees

- Amenities Committee 15.03.17

a) Recreation Ground Hire Charges – Cllr Anstey proposed and it was seconded by Cllr Fulford and therefore **RESOLVED:** that the Recreation Ground Hire Charges remain unchanged for the year 2017/18.

b) Lease Old Toilet Block – Cllr Anstey proposed and it was seconded by Cllr Adams and therefore **RESOLVED:** that the Old Toilet Block at the Recreation Ground is leased to the Fordingbridge Rugby Football club as a storage facility – FRFC to undertake conversion works with approved contractors.

- General Purposes Committee 15.03.17
 - a) Allotment Charges wef 1st September 2017

Allotment Charges w.e.f. 1st April 2017 w.e.f. 1st September 2017

Half-plot	£15.00 per annum	£18.00 per annum
Full plot	£25.00 per annum	£30.00 per annum

- b) Burial Charges wef 1st April 2017 – appendix A
- c) Town Hall Hire Charges wef 1st April 2017 – Appendix B

Cllr Wilson proposed and it was seconded by Cllr Paton and therefore **RESOLVED**: to approve the schedules of fees in relation to Allotment Charges, Burial charges and Town Hall Hire Rates for the financial year 2017/18. All in favour.

8. To confirm staff pay scales for 2017/18

The RFO reported on the NJC salary award for 2017/18 and that one member of staff is due an incremental rise.

Cllr Wilson proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: to accept the National Salary Award for 2017-2018. All in favour.

9. To note any items of correspondence

The clerk advised that a letter of thanks had been received from Burgate School for the grant award of £250.00.

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

The clerk had nothing further to report.

The Chair then requested volunteers to work with him in preparing a business plan for the Council in order to identify requirements and priorities over the next few years. Cllrs Anstey and Fulford volunteered to undertake the work.

11. To note the date of the next meeting as Wednesday 26th April 2017.

The meeting closed at 8.20pm



FORDINGBRIDGE TOWN COUNCIL
BURIAL GROUND CHARGES
as from 1st April 2017

<u>Interment</u>	*Resident	Non Resident
Interment of ashes	£135	£270
Interment of body	£270	£540
Children under 16	no charge	
 <u>Purchase of Exclusive Rights of Burial (30 years)</u>		
Grave Space	£350	£700
Cremation Plot	£175	£350
<u>Memorials</u>		
Memorial Grave	£140	£280
Memorial Cremation	£ 70	£140
Additional inscription	£ 30	£ 30

*At the discretion of the Town Clerk, *Resident* to include former residents if moved out of parish for medical or other residential care. Residents of Godshill and Sandleheath Parishes are to be included within the Residents category for charging purposes.

Please note:

The reserving of grave spaces is not permitted. Graves are allocated to the next available space as directed by the Town Council.

FORDINGBRIDGE TOWN COUNCIL

HIRING CHARGES FOR TOWN HALL w.e.f. 1st April 2017.

For multiple bookings of 8 or more, a 10% discount applies.

All single bookings must be paid in advance

Bookings include all heating and kitchen facilities.

MAIN HALL

Maximum number allowed 150. **8m x 18m (26' x 59') approx.**

8.00 - 1.00 p.m.	Morning	£37.00
1.00 - 6.00 p.m.	Afternoon	£37.00
	Full day	£65.00
6.00 - 11.00 p.m.	Evening	£45.00
Commercial rate		£140.00
Badminton Clubs		£26.50 a session
Art Clubs		£42.00 a day

Additional Charges:

Hire of projector £10 per session

Use of Premises Licence £10 per session (to allow sale of alcohol)

Use of PRS (Music Licence) £20 per session (live music) or £6 per session (film shows)

Setting up (& clearing) including chairs, tables, staging or Art Club stands £20 per hire

COUNCIL CHAMBER

Maximum number allowed 35

Full day	£40.00
Half day	£23.00
Evening	£23.00
Commercial Rate	£85.00

All other bookings on request. Hourly rates may be charged at the discretion of the Clerk.

All prices inclusive of VAT.

CARETAKER, Ann Russell – 07763 658163