

FORDINGBRIDGE TOWN COUNCIL

Minutes of the Finance & Policy Committee held on Wednesday 28th February 2018 at 7.30pm in the Town Hall (Minutes subject to approval at the next meeting of the Committee)

Present: Cllr Connolly - Chairman

Cllrs Adams, Price, Anstey, Hale, White, Wilson, Lewendon, Fulford, Perkins & Earth

In attendance: Mrs H Richards, Town Clerk

Mrs M Coatham, Finance Officer (RFO)

1. To receive any apologies for absence

Apologies were received from Cllr Paton

2. To receive any Declarations of Interest

The following declarations of interest were made:

Cllr Adams & Cllr Perkins both declared an interest in Agenda item 5, Monies collected & Payment of Accounts as suppliers to the Council – both remained in the meeting but did not speak or vote on this item.

Cllr Hale declared an interest in Agenda Item 7, Grants (Rae Stratton Lunch Club) as friend of Chairman and other volunteers.

3. To confirm the minutes of the meeting held on 31st January 2018 and report any matters arising

Cllr Hale proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: that the minutes of the meeting held on the 31st January 2018 be signed as a true record. All in favour.

Matters Arising

Minute no. 6 , Kiosk Lease - The RFO informed members that a response had now been received from the Council's solicitor regarding the lease confirming that as the tenant has security of tenure, the lease will continue as a rolling tenancy with no need to prepare a new lease.

Action: RFO to write to tenant

Christmas Lights Donation – The RFO has written to the donor to clarify payment.

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 February and Members noted the following items: Expenditure – Invoice from STN for General Maintenance (not Emergency Call out works). Members queried the following items, new tyres on the Groundsman's Van & purchase of paint & roller (Pavilion).

With regard to the individual budgets, the RFO advised:

General Purposes – Income down – Burial Fees & no grant received for Playscheme 2017
However expenditure is lower than expected.

Amenities – Football bookings Income down, expenditure lower likely underspend £4,500

Finance & Policy – Income predicted up by £5,000, overall to year end £1,400 overspent

6. To receive an update on the following projects:

- Skate Park – The RFO informed the meeting of the presentations given by 4 suppliers on the 21st February 2018 and while all proposals were acceptable, further consideration was required. The Amenities Committee would consider the proposals at their meeting on 21st March 2018. The RFO also informed members that the Groundsman had just advised that the electricity supply for the workshop runs from the main supply to the Old Toilet Block and passes underneath of the skate park – this would need to be addressed (moved).
- Summer Playscheme – The RFO confirmed that no (retrospective) grant would be received from HCC for the Summer 2017 scheme as the focus had been on year-round schemes. However the Play Scheme Manager has been advised to apply for grant funding for the summer 2018 scheme, the closing date for applications is 9th March, with the grant panel sitting on 19th March to consider applications. More funding may be available than in previous years. Grant applications will also be made to New Forest NPA and the County Councillor.

7. To consider grant applications under Section 137

- Avon Valley Dementia Pals

Members considered the application and agreed that this is a worthwhile and beneficial service to the community

Cllr Connolly proposed and it was seconded by Cllr Fulford and therefore **RESOLVED**: to award a grant of **£200.00** to the Avon Valley Dementia Pals. All in favour

- Rae Stratton Luncheon Club/Day Care

Cllr Price proposed and it was seconded by Cllr Wilson and therefore **RESOLVED**: to award a grant of **£400.00** All in favour (Cllr Hale did not vote having declared an interest)

8. To consider the purchase of new IT hardware

The Clerk reported that following a meeting with Chris Dennis regarding IT requirements, he had provided 2 options/ prices for the purchase of a laptop. (£399-£549) The RFO advised that an additional cost would be required for the purchase of software. The Clerk advised members that it would also be necessary to purchase a new PC to replace one of the existing items. It was necessary to purchase the replacement (either laptop or PC) prior to the proposed temporary move to the Information Office. Further prices would be obtained for laptops and PCS.

Cllr Price proposed and it was seconded by Cllr Adams and therefore **RESOLVED**: that authority be delegated to the Clerk/RFO to purchase a laptop and software up to the value of **£650.00**

The Chairman requested suspension of Financial Regulations 10.3 & 11(j) relating to the requirement to obtain 3 quotations in order to consider the next item. Due to the specialist nature of the works and liaison requirements with the structural engineer, it was not feasible to obtain 3 quotes for the building works and management of the scheme or for the erection of scaffold.

All Members Agreed.

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

- **General Purposes Extra Ordinary meeting 28th February 2018**

Members considered the recommendation of the General Purposes Committee to accept the quotes received from Matthew Bright & Jarrett Scaffolding Ltd relating to the erection of scaffold and further investigation works at the Town Hall.

Cllr Earth proposed and it was seconded by Cllr Wilson and therefore **RESOLVED**: To accept the quote from Matthew Bright in the sum of **£1800.00 + VAT** together with the scaffolding quote from Jarrett Scaffolding Ltd in the sum of **£4133.00 + VAT**. All in favour

10. To review the Risk Register

Members discussed the draft Risk Register prepared by the RFO and in particular key holders to Council property and ownership of the Sports Club building.

Cllr Hale proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: to recommend to General Council to approve the Risk Register following the amendments agreed at tonight's meeting.

11. To review the Financial Regulations

The Finance Officer drew the following items to the attention of Members

- 4.4 Salary Review in October
- 6.7 Annual Direct Debit Review
- 6.10 Internet Payments
- 6.11 IT Security

Members also noted the following items from the Financial Reserves Policy

- CIL Reserves show separately
- Burgate Citizen Award now solely funded from FTC funds

12. To note any items of correspondence

No items of correspondence were received this month.

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

The Clerk advised Members that a grant form had been given to the new Events Committee to consider making an application.

Members queried the percentage rise in Council Tax this year, the RFO confirmed that the overall rise is 5.62%.

14. To note the date of the next meeting as Wednesday 28th March 2018

The meeting closed at 9.24pm