

## FORDINGBRIDGE TOWN COUNCIL

### **Minutes of the Finance & Policy Committee held on Wednesday 29<sup>th</sup> August 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, Anstey, Earth, Moulard, Hale, Lewendon, Perkins & White,

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

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

Apologies were received from Cllrs Fulford, Wilson & Paton

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

The following declarations of interest were made

Cllr Adams declared a pecuniary interest in Item no. 5 Monies Collected and Payment of Accounts as a supplier to the Council, remained in the room but did not speak or vote.

#### **3. To confirm the minutes of the meeting held on 25<sup>th</sup> July 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 25<sup>th</sup> July 2018 be signed as a true record. All in favour.

#### Matters Arising

There were no matters arising.

#### **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 had previously distributed summary report to Members – attached as Appendix A.

The RFO also advised members that the allocation of S106 funds needed to be discussed as a matter of urgency – this will be placed on the Agenda next month.

Cllr Adams raised concern and a lack of confidence in the Principle Designer, regarding the timescales and lack of progress on the repair work to the Town Hall (roof and clock tower) – the Council were advised in July that a specification would be forthcoming and the project would move forward to tendering stage by the end of September.

#### **Action: Town Clerk to chase**

The Chairman advised that he would prepare a report into the management of the Council's buildings which would be an agenda item at the September Finance & Policy meeting.

The RFO advised that a block booking had now been received from the Rugby Club.

Cllr Anstey proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED:** to approve the accounts as prepared by the RFO.

#### **6. To consider grant applications under Section 137**

- Avon Valley Dementia Support

Cllr Anstey proposed and it was seconded by Cllr Perkins and therefore **RESOLVED:** to award a grant of **£300** to the Avon Valley Dementia Support Group.

**Action:** RFO to pay grant

- Redbox Project – Jolene Porter

Members agreed that while this was a worthwhile project, a grant could not be paid to an individual, with no constituted group or accounts. The project is already running in the Co-op in the town.

#### **7. To consider consistency of hire charges for recreation ground and town hall**

The RFO had previously distributed a list of hirers and charging details. The Clerk reported on an email received from the Rugby Club regarding this item and querying whether feedback would be sought from users, condition of existing facilities offered and requesting an update on works planned to the pavilion.

Cllr Adams raised the purchase of adjacent land and suggested that an approach is made to the current owner regarding availability. Cllr Adams also queried why the organiser of the Craft and Food Markets did not pay to hire the hall – the Clerk and RFO explained that the markets were set up to encourage footfall in the town not for the organisers own business interests – all proceeds (from table hire) is donated to local charities.

Cllr White proposed and it was seconded by Cllr Perkins and therefore **RESOLVED:** to accept the report prepared by the RFO – 8 in favour 1 abstention.

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

- **Staff Committee** - to approve recommendation to increase RFO contracted hours from 6 to 8 hours per week.

Cllr Hale proposed and it was seconded by Cllr Moulard and therefore **RESOLVED:** that the contracted working hours of the RFO increase from 6 to 8 per week. All in favour

**Action:** Clerk to write to RFO with amendment to contract.

#### **9. To receive a report about the Playscheme 2018**

The RFO had previously distributed a report summarising the financial position of the Playscheme 2018 which indicated that the scheme had broken even. The scheme had been very successful, with an average of 75 children attending each day from Fordingbridge and surrounding areas.

#### **10. To agree funding replacement Defibrillator for the Recreation Ground.**

Cllr white reported that following the theft of the defibrillator, a fund-raising page had been set up which had raised sufficient funds (within a few days) to replace the equipment. However as the equipment had been recovered and replaced at the Sports Club, funds are now available to provide a further defibrillator and with a further £600 could provide 2 extra.

The Chairman gave thanks to Cllr White for his co-ordination of the fundraising in respect of replacing the defibrillator and then suggested that the Council may like to contribute.

Cllr Adams proposed and it was seconded by Cllr Perkins and therefore **RESOLVED:** that the Council donate a sum of £500.00 to the Fordingbridge Community First Responders towards the provision of 2 additional defibrillators in the town.

#### **11. To note any items of correspondence**

The Clerk reported that the following items of correspondence had been received:

Alderholt Parish Council – letter received concerning Community Bus Service No. 97 & requesting a funding contribution. Following a brief discussion, Members agreed that as there is little benefit to the residents of Fordingbridge a funding contribution cannot be made by the Town Council and this request should not therefore be placed on next month's Agenda for discussion.

**Action:** Clerk to respond to Alderholt PC

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

The clerk reported that the Events Group had advised that they would be providing searchlights and a soldier silhouette on the River Bank at The George during the period around Remembrance Sunday.

Cllr Earth queried whether the Town Council are organising anything for the Christmas Lights Switch on event. Cllr Hale responded that the FEG have booked the Victoria Rooms for Santa's Grotto which would be a room rather than a temporary structure. The Clerk confirmed that at the present time no definite activities were planned for the Town Hall.

Cllr White reported that the Events Group were taking over (from the Business Forum) the provision of the small Christmas Trees in the town.

The Chairman stated that Cllr White should be a formal representative of the Town Council on the Events Group Committee (in line with other representatives on outside bodies).

Cllr Anstey advised Members that he would be absent for the General Council meeting on 5<sup>th</sup> September but would be placing an item on the Agenda regarding the Festival 2019 and the potential risk to the Council's pitches.

**13. To note the date of the next meeting as 26<sup>th</sup> September 2018**

The meeting closed at 8.42pm

## Report for F&P 29<sup>th</sup> August 2018

**Income:** we have received a grant from Cllr Sevier of £600 towards the Remembrance Events this year.

There is a separate report about Playscheme.

**Expenditure:** non-regular items include:

- Avon Tree Care – Annual Tree Survey (£2235)
- Stones - Memorial Gates (£2836.68)
- Playscheme expenditure (see separate report)
- Matthew Bright Ltd – shed removal (£1350)

All match the agreed quotes – approved by Council.

All other expenditure is our regular suppliers or related to Playscheme.

Looking at the individual committees:

### **Amenities**

- Staff, utilities and pavilion costs are likely to be higher than budget amounts.
- Grounds costs – we have received large bills (approved) for the memorial gates, shed removal and tree survey, but no more expected for the latter part of year (unless grass/pitches need more works following period of “drought”) – so should be within budget.
- We have raised invoices to Turks but these have not been paid – change of treasurer has not been confirmed – RFO to follow up.
- Rugby Club have not responded to request to discuss block booking terms for 2018/19 season.

### **General Purposes**

- VIC staff costs will be above budget (due to increased cover/hours)
- Lengthsman – has not managed contracted hours (discussion in progress and tenders due 31/8).
- No progress with town hall works – costs still unknown

### **Finance**

- Sundry donations – nil received from IN Newman, Rotary or the new events group (towards lights)
- No response from STN about meeting for current years Christmas lights (issue with electrics in Council Chamber)
- Hanging baskets – most have paid, only The George and Elliotts to pay.

### **Items to consider/note:**

- *We need to review Sue Littles pay (for September payroll – her last pay of the year) – discussion has taken place at staff committee and with Ellis Whittam*
- *Allotment fence will need funding from grounds maintenance*
- *Pool usage and waste removal will increase the recreation ground costs – the hot weather has affected these items (outside our control)*
- Replacement for Groundsman – this must be discussed ASAP.
- We do need to decide who is responsible for buildings management.

Martine Coatham, RFO