

## **FORDINGBRIDGE TOWN COUNCIL**

### **Minutes of the Finance & Policy Committee held on Wednesday 26<sup>th</sup> September 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, Hale, Lewendon, Paton & White,

**In attendance:** Mrs R Edwards, Asst Town Clerk  
Mrs M Coatham, Finance Officer (RFO)

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

Apologies were received from Cllrs Fulford, Moulard and Perkins

#### **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 29<sup>th</sup> August 2018 and report any matters arising**

Cllr Earth proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: that the minutes of the meeting held on the 29<sup>th</sup> August 2018 be signed as a true record. All in favour.

#### **Matters Arising**

Minute No. 5 – Sheerin Bettle took photos in the Clock Tower today.

*Cllr Paton entered the room*

Minute No. 10 – The RFO asked how best to make the donation of £500 for the defibrillator. As the online giving website takes 1%, it may be better to give a cheque to First Responders instead.

Minute No. 11 – Alderholt wants a meeting with all concerned parties. NFDC officially objected to East Dorset district / local plan.

Minute No. 12 – There was a discussion about Christmas activities in the Town Hall. The Council don't yet know if they have responsibility for organising activities in the Town Hall as usual or whether the Fordingbridge Events Group will be deciding this. It is believed that the lights will be switched on outside the former Lloyds Bank.

#### **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.

Cllr Connolly said that reports going out before the meeting is working well but emphasised that it must be read before the meeting in order to speed up the meeting. Cllr Adams said that it was the most important meeting and that reports should be gone through page by page in the meeting otherwise Councillors will feel they cannot ask questions. Cllr Connolly said that any queries could be emailed or phoned in in advance.

Cllr Adams asked why the delay with the Town Hall works and wants an update from SheerinBettle for the General Council meeting.

**Action: Clerk to ask for update from SheerinBettle**

*Cllr White entered the room*

The Lengthsman contract has been retendered and the same Lengthsman chosen to continue. The hedges at the Recreation Ground will be cut once the birds have finished nesting. The hedges at Bishops Pond also need cutting.

**Action: Clerk to ask Lengthsman to cut hedges at Bishops Pond**

S106 money is still to be spent and is currently allocated to adult gym equipment. Members asked for a copy of the S106 allocations. A new footpath from Godshill to Fordingbridge was discussed and whether the S106 money could be used to fund this.

**Action: RFO to email members a copy of the S106 allocations**

Cllr Anstey advised that a cheque has now been received from the footballers.

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

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

- New Forest Disability

Cllr Wilson proposed and it was seconded by Cllr Paton and therefore **RESOLVED**: to award a grant of **£200** to New Forest Disability.

**Action: RFO to pay grant**

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

Cllr Adams proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: to pay Westacres Residents Association £200 contribution towards grass cutting.

**Action: RFO to pay contribution**

#### **8. To consider a report regarding the Committee re-structure**

Cllr Connolly has sent all members an email regarding a possible committee restructure and asked at the meeting for email feedback from members.

Cllr Paton queried why the committees needed to change. Cllr Connolly replied that no single committee has responsibility for buildings but that if the committees stay as they are then the Council would need to consider the remit of the committees. Building management is currently shared between committees.

Cllr Connolly suggested that Councillors didn't always do as much as they could, Councillors refuted this. The Asst Clerk pointed out that the office was sometimes a bottle-neck due to the volume of work and insufficient staff hours.

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

- **Planning Committee 12<sup>th</sup> September 2018** – engage PLAN-et Planning Consultant

Cllr Earth proposed and it was seconded by Cllr Wilson and therefore **RESOLVED**: that PLAN-et be engaged as Planning Consultants. All in favour

- **General Purposes 19<sup>th</sup> September 2018** – Revised Allotment Fees

Cllr Lewendon proposed and it was seconded by Cllr Earth and therefore **RESOLVED**: to increase the allotment fees to £19pa for a part plot, £32pa for a full plot. All in favour

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

An email has been received from a playscheme parent saying she wasn't happy with the 50% refund offered. However she would accept it on the condition that she had a free day next year. After discussion, members agreed to refund the extra £14 with no free day next year.

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

Cllr Wilson asked whether a memorial would be purchased to mark the centenary of the end of WW1.

**Action:** Cllr Connolly to suggest to Cllr Sevier (NFDC) that FTC favours a permanent, granite memorial to go in the Recreation Ground.

**Action:** Cllr White to organise Crowd-funding of memorial after Cllr Connolly has spoken to Cllr Sevier

Cllr Adams raised the issue of the Car Park redevelopment and asked that it be added to the agenda for the General Council meeting. He didn't like the wording "in conjunction with Fordingbridge Town Council" as it appears that FTC approved the plans. There appear to be no long stay spaces in the new plans. The Clerk has written to NFDC to ask for an extension to the consultation period.

**12. To note the date of the next meeting as 31<sup>st</sup> October 2018**

The meeting closed at 8.54pm

## Report for F&P 26<sup>th</sup> September 2018

### **Income:**

- We have received a grant from Cllr Matcham of £600 towards the replacement skate park.
- The sale of Steam Fair tickets increased income from VIC for the month
- The Rugby club have paid for pitch hire and repairs (six months booking)

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

- Ray Hawkins – repair to water heater (for sink) in kitchen
- Steam Fair tickets (see income note)
- Repairs to rugby posts
- Annual invoice for hanging baskets (income received), towers (two plantings) and the six planters in front of the Welcome signs (plus fertiliser used by groundsman) – Scent Sational

All other expenditure is our regular suppliers.

Looking at the individual committees:

### **Amenities**

- Staff, utilities and pavilion costs are likely to be higher than budget amounts.
- RFO has confirmed new treasurer of Turks and has re-issued invoices, awaiting payment.
- Rugby Club paid for first six months of pitch use (block booking)

### **General Purposes**

- VIC staff costs will be above budget (due to increased cover/hours)
- Lengthsman – has not managed contracted hours – renewed contract following tender and now we need to push work with parishes to achieve contract.
- No progress with town hall works – costs still unknown

### **Finance**

- Sundry donations – still nothing received from IN Newman, Rotary or the new events group (towards lights)
- Still no response from STN about meeting for current years Christmas lights (issue with electrics in Council Chamber)
- Hanging baskets – The George remains outstanding – RFO has chased

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

- Section 106 funds still need to be allocated – and forward planning
- Committee re-structure – RFO needs to be able to re-do budgets for this

### **Old issues noted/not yet resolved:**

- *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*
- *Replacement for Groundsman – this must be discussed ASAP.*
- *We do need to decide who is responsible for buildings management.*

Martine Coatham, RFO

FORDINGBRIDGE TOWN COUNCIL				
RECEIPTS AND PAYMENTS AUTHORISATION SCHEDULE - SEPTEMBER 2018				
	Amenities	Gen.Purp.	Finance	
Playscheme		£470.00		
VIC Income August 2018		£1,829.37		
Photocopies - Hyde Produce Show			£4.83	
Memorial Fee		£140.00		
Memorial Fee		£35.00		
NFDC - SLA for Information Office		£6,375.00		
Hall hire		£132.00		
Hanging baskets		£132.00		
Memorial Fee		£140.00		
Hall hire		£473.00		
Cllr Matcham - skate park grant			£600.00	
Rec hire (pitches)	£2,250.00			
Rec hire (pitches)	£1,581.50			
Hall hire		£145.80		
Hall hire		£118.80		
Hall hire		£109.80		
Playscheme		£70.00		
Hall hire		£66.00		
<b>TOTAL OF MONIES RECEIVED</b>	<b>£3,831.50</b>	<b>£10,236.77</b>	<b>£604.83</b>	
<b>GRAND TOTAL</b>	<b>£14,673.10</b>			
<b>PAYMENTS OF ACCOUNTS</b>				
BT Onebill to Aug18			£216.79	FP
Central Southern Security - bungalow alarm test		£70.80		FP
Tampen and Tampen - salt for dishwasher		£63.65		FP
Elliotts - safety boots for Derek	£20.00			FP
VIC Expenses August 2018		£8.99		FP
S137 Grant Avon Valley Dementia Support			£300.00	Chq 7888
Caxtons - toilet seat and CO2 alarm for bungalow		£61.27		FP
Caxtons - PSE for cemetery		£5.88		FP
Ray Hawkins - repair to hot water heater (incl parts)		£237.00		FP
Biffa - Rec skips August 2018	£662.40			FP
Capita - DBS for playscheme		£55.40		FP
Abbas Cabins - allotment toilet		£101.18		FP
Ambassador Pools - chlorine (late invoice received)	£57.85			FP
Rigby Taylor - Duraline Superline	£430.50			FP
Fordingbridge Service Station - August 2018 fuel	£158.29			FP
Great Dorset Steam Fair tickets		£1,165.95		FP
PCS - blast clean and powder coat posts	£1,897.80			FP
Elliotts - fence stakes for Godshill (lengthsman)		£65.71		FP
Aish - pump service	£168.00			FP
NFDC - premises licence annual fee		£180.00		FP
Scent Sational Plants - hanging baskets			£3,583.04	FP
ASG - two cemetery grass cuts		£557.22		FP
TLC - Aug/Sep18 web maintenance			£100.00	FP
Stamps - 100 2nd class			£58.00	Chq 7889
Petty Cash - top up			£66.97	Chq 7890
P Reader - TH windows		£50.00		FP
AJ Bailey - repair stair well lights at TH		£55.99		FP
Expenses - K Downie, training at Ringwood		£5.40		FP
G Downer - VIC insurance		£253.89		FP
Coopers - kite for pigeon scaring		£15.99		CC
G Downer - VIC lease		£375.00		SO
PHS - Oct18 bins and driers	£18.90	£35.72		DD
Lloyds -bank charges			£5.00	DD

TOTAL OF PAYMENTS OF ACCOUNTS	£3,413.74	£3,365.04	£4,329.80	
GRAND TOTAL	£11,108.58			
<b>LLOYDS FAST PAY SALARIES &amp; WAGES</b>				
Wages to 6/9	£ 52.85	BANK		
Wages to 13/9	£ 52.85	£23,350.74	CURRENT	
Wages to 20/9	£ 52.85	£234,138.08	30 DAY	
Wages to 27/9	£ 52.85	£200.00	Petty Cash	
Wages to 4/10	£ 52.85			
Salaries September 2018	£ 6,341.72	£0.00	TREASURY	
Pensions	£ 1,614.28			
HMRC	£ 1,043.20			
<b>Total Wages September 2018</b>	<b>£ 9,263.45</b>	<b>£257,688.82</b>	<b>TOTAL</b>	

**SUMMARY OF INCOME & EXPENDITURE TO SEPTEMBER 2018**

	<b>BUDGET ALLOCATION</b>	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>BUDGET REMAINING</b>	<b>YEAR END FORECAST OVER/UNDER SPEND</b>	<b>COMMENT</b>
GENERAL PURPOSES	£ 37,247.00	£ 37,692.00	£ 51,712.79	£ 23,226.21		
AMENITIES	£ 79,050.00	£ 9,397.11	£ 47,568.71	£ 40,878.40	£ -	
FINANCE & POLICY	£ 82,253.00	£ 9,463.08	£ 34,443.00	£ 57,273.08		
LENGTHSMAN	£ -	£ 2,937.31	£ 2,941.56	-£ 4.25		
Capital Spend	£ -	£ -	£ -	£ -		

<b>TOTALS</b>	<b>£ 198,550.00</b>	<b>£ 59,489.50</b>	<b>£ 136,666.06</b>	<b>£ 121,373.44</b>	£ -	Roof repairs!
<b>RESERVE ACCOUNTS</b>						
GENERAL RESERVE	£ 102,389.36	<i>On Sage Avonway Funds appear in this account/inlcudes CIL funds 2016/17</i>				
WW1 Grant	£ 1,200.00	<i>On Sage £600 is in the general reserve and £600 in the current account</i>				
Skate Park allocation	£ 52,567.30	<i>On Sage these appear in general reserve (£600 grant from Roxy is in current year accounts)</i>				
AVONWAY YOUTH PROJECT	£ 4,250.00	<i>On Sage, these appear in the General Reserve/allocated this Skate park</i>				
PARISH LENGTHSMAN	£ 27,507.41	<i>Accrual on Sage</i>				
MACHINERY REPLACEMENT FUND	£ 12,000.00					
TOWN HALL MAINTENANCE	£ 17,000.00					
GOOD CITIZEN AWARD	£ 133.80					
BISHOPS POND	£ 3,993.93					
CHILDREN'S PLAY AREA	£ 6,000.00					
<b>TOTAL RESERVES</b>	<b>£ 227,041.80</b>					

Fordingbridge Town Council		September	
Report Run Date:		21-Sep-18	
Financial Month: 6	<u>BUDGET</u>	<u>INCOME</u>	<u>ADDITIONAL</u>
<u>General Purposes</u>		<u>SO FAR</u>	<u>INCOME</u>
			<u>EXPECTED</u>
<b><u>INCOME</u></b>			
Hall Lettings - Sundry	£3,000.00	£1,662.82	£1,337.18
Badminton	£725.00	£66.24	£658.76
Art Clubs	£650.00	£609.11	£40.89
Parish Lengthsman Scheme	£12,000.00	£2,996.32	£9,003.68
Burial Fees	£8,000.00	£5,810.00	£2,190.00
St Marys Churchyard	£453.00	£453.00	£0.00
Allotment Rents	£1,000.00	£54.00	£946.00
Playscheme	£6,000.00	£14,322.00	-£8,322.00
VIC Income	£16,500.00	£14,714.83	£1,785.17
<b>Total Income</b>	<b>£48,328.00</b>	<b>£40,688.32</b>	<b>£7,639.68</b>
<b><u>EXPENDITURE</u></b>			
	<b><u>BUDGET</u></b>	<b><u>SPENT</u></b>	<b><u>LEFT IN BUDGET</u></b>
Town Hall - Staff Costs	£10,000.00	£5,010.40	£4,989.60
Town Hall Routine Maintenance	£3,000.00	£1,491.19	£1,508.81
Town Hall Repair Maintenance	£3,000.00	£6,686.62	-£3,686.62
Town Hall - Utilities	£2,800.00	£1,213.83	£1,586.17
Town Hall - Rates	£2,200.00	£2,088.00	£112.00
Town Hall - Clock Maintenance	£375.00	£238.00	£137.00
Playscheme Staff	£7,500.00	£9,784.36	-£2,284.36
Playscheme Equipment etc	£2,200.00	£2,875.16	-£675.16
VIC Lease	£5,000.00	£2,250.00	£2,750.00
VIC Staff Costs	£19,000.00	£10,692.93	£8,307.07
VIC Non-Staff Costs	£8,000.00	£5,228.67	£2,771.33
Burial Grounds	£6,500.00	£3,452.78	£3,047.22
Allotments	£1,000.00	£540.79	£459.21
Memorial Bungalow	£2,000.00	£160.06	£1,839.94
Parish Lengthsman Scheme	£12,000.00	£2,996.32	£9,003.68
Footpaths/Public Seats	£500.00	£0.00	£500.00
Bus Shelters	£500.00	£0.00	£500.00
<b>Total Expenditure</b>	<b>£85,575.00</b>	<b>£54,709.11</b>	<b>£30,865.89</b>
<b>OVERALL TOTALS</b>	<b>£37,247.00</b>	<b>£14,020.79</b>	<b>£23,226.21</b>

<b>Fordingbridge Town Council</b>		<b>September</b>	
<b>Report Run Date:</b>		<b>21-Sep-18</b>	
<b>Financial Month: 6</b>	<b><u>BUDGET</u></b>	<b><u>INCOME</u></b>	<b><u>ADDITIONAL</u></b>
<b><u>Amenities</u></b>		<b><u>SO FAR</u></b>	<b><u>INCOME</u></b>
			<b><u>EXPECTED</u></b>
<b><u>Income</u></b>			
Recreation Ground - Sundry Lets	£100.00	£0.00	£100.00
Brownsea Land	£0.00	£0.00	0
Cricket Clubs	£0.00	£0.00	0
Rugby Clubs	£5,000.00	£2,250.00	£2,750.00
Football Clubs	£3,500.00	£1,333.36	£2,166.64
Whippet Club	£2,000.00	£1,600.00	£400.00
Refreshment Concession	£7,500.00	£3,750.00	£3,750.00
Fishing/Anglers	£650.00	£463.75	£186.25
Youth Shelter & Skate Park	£0.00	£0.00	0
	£0.00	£0.00	0
<b>Total Income</b>	<b>£18,750.00</b>	<b>£9,397.11</b>	<b>£9,352.89</b>
<b><u>Expenditure</u></b>			
	<b><u>BUDGET</u></b>	<b><u>SPENT</u></b>	<b><u>LEFT IN BUDGET</u></b>
Recreation Ground - Staff Costs	£38,500.00	£19,570.73	£18,929.27
Casual Labour	£3,000.00	£0.00	£3,000.00
Recreation Ground - Utilities	£3,800.00	£2,278.75	£1,521.25
Petrol/Road Tax	£2,500.00	£913.83	£1,586.17
Pavilion	£2,500.00	£2,115.31	£384.69
Recreation Ground Seats	£1,000.00	£0.00	£1,000.00
Safety Equipment	£500.00	£95.64	£404.36
Machinery Repairs/Replacement	£6,000.00	£574.26	£5,425.74
General & Ground Maintenance	£30,000.00	£18,144.90	£11,855.10
Land & Buildings	£1,000.00	£0.00	£1,000.00
Equipment	£500.00	£0.00	£500.00
Brownsea Land	£0.00	£0.00	0
Youth Projects	£500.00	£0.00	£500.00
Floodlights	£500.00	£0.00	£500.00
Children's Play Area	£6,000.00	£3,275.29	£2,724.71
Youth Shelter	£500.00	£0.00	£500.00
Skate Park	£1,000.00	£600.00	£400.00
<b>Sub Total</b>	<b>£97,800.00</b>	<b>£47,568.71</b>	<b>£50,231.29</b>
Spare line	£0.00	£0.00	0
<b>Total Expenditure</b>	<b>£97,800.00</b>	<b>£47,568.71</b>	<b>£50,231.29</b>
<b>OVERALL TOTALS</b>	<b>£79,050.00</b>	<b>£38,171.60</b>	<b>£40,878.40</b>

<b>Fordingbridge Town Council</b>		<b>September</b>	
<b>Report Run Date:</b>		<b>21-Sep-18</b>	
<b>Financial Month: 6</b>	<b><u>BUDGET</u></b>	<b><u>INCOME</u></b>	<b><u>ADDITIONAL</u></b>
<b><u>Finance &amp; Policy</u></b>		<b><u>SO FAR</u></b>	<b><u>INCOME</u></b>
			<b><u>EXPECTED</u></b>
<b><u>Income</u></b>			
Precept	£99,275.00	£99,275.00	£0.00
Grants	£0.00	£0.00	0
Developers Contributions	£0.00	£2,087.84	0
Interest Received	£100.00	£53.73	£46.27
Sundry Income	£7,500.00	£4,046.51	£3,453.49
Hanging Baskets and Christmas Trees	£4,000.00	£3,275.00	£725.00
Museum Rent	£500.00	£0.00	£500.00
<b>Total Income</b>	<b>£111,375.00</b>	<b>£108,738.08</b>	<b>£4,724.76</b>
<b><u>Expenditure</u></b>			
	<b><u>BUDGET</u></b>	<b><u>SPENT</u></b>	<b><u>LEFT IN BUDGET</u></b>
Office Staff Costs	£45,000.00	£22,879.62	£22,120.38
Stationery & Postage	£2,000.00	£1,052.49	£947.51
Photocopier/copying	£3,500.00	£1,495.73	£2,004.27
Office - Telephone/IT	£2,400.00	£1,890.51	£509.49
Staff Gratuities	£0.00	£0.00	0
Insurance	£6,500.00	£0.00	£6,500.00
Subscriptions	£1,750.00	£1,438.00	£312.00
Staff Training and Expenses	£1,950.00	£198.33	£1,751.67
Sundries	£0.00	£0.00	0
Election Expenses	£0.00	£0.00	0
Professional Fees	£5,000.00	£345.00	£4,655.00
Bank Charges	£100.00	£62.00	£38.00
Twining	£1,000.00	£0.00	£1,000.00
Promotion & Advertising	£600.00	£0.00	£600.00
Mayors' Allowance	£2,553.00	£95.45	£2,457.55
S137 Grants	£3,000.00	£900.00	£2,100.00
Avonway Grants	£0.00	£0.00	0
Floral Displays and Trees	£6,000.00	£4,085.87	£1,914.13
Late Night Shopping	£1,000.00	£0.00	£1,000.00
Christmas Lights	£12,000.00	£0.00	£12,000.00
Community Support	£0.00	£0.00	0
<b>Total Expenditure</b>	<b>£94,353.00</b>	<b>£34,443.00</b>	<b>£59,910.00</b>
<b>OVERALL TOTALS</b>	<b>-£17,022.00</b>	<b>-£74,295.08</b>	<b>£57,273.08</b>