

## **FORDINGBRIDGE TOWN COUNCIL**

### **Minutes of a meeting of the Finance & Policy Committee held on Tuesday 25<sup>th</sup> March 2014 at 7.30 pm in the Town Hall, Fordingbridge**

#### **Present:**

Cllr Connolly – Chairman

Cllrs Adams, Perkins, Lewendon, Fulford, Hale, Paton, Price, (A) Wilson & (G) Wilson

#### **In attendance:**

Mrs M Coatham, Finance Officer

Ms K Mason Town Clerk

Mrs H Richards, Town Clerk elect

Mr G Kimmings - Fordingbridge Society

#### **1. To accept apologies for absence**

There were apologies from Cllrs Hale, Buchanan & HCC Cllr Heron

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

Cllr Adams declared an interest in Agenda item 5, Payment of Accounts, but remained in the room to speak.

#### **3. To confirm the minutes of the meeting held on 26<sup>th</sup> February 2014 and report any matters arising.**

Cllr Lewendon proposed and Cllr G Wilson seconded and it was **RESOLVED**: that the minutes of the meeting held on 26<sup>th</sup> February 2014 be signed as a true record.

#### **Matters Arising:**

**Christmas Lights** – Written confirmation has been received from the Rotary Club of contribution towards the Christmas Lights See item 10, Correspondence

**Building Valuation** – Survey completed by Woolley and Wallis and report awaited.

**Bungalow Boiler** – Repair works completed

#### **Cllr Anstey joined the meeting**

**Allowances (Expenses) for Town Councillors** – It was AGREED that this item be discussed at the next meeting of the Finance and Policy Committee when a report of the Annual expenses would be available.

#### **4. To receive any matters raised by members of the public**

No matters were raised.

#### **5. To receive details of Monies Collected and Payment of Accounts**

The Finance Officer advised members:

**Payments Received:** Developer Contributions of £98,536.00 have been received for the Concession Building, Finance Officer is to clarify if this is inclusive of Architects Fees & £600 has been received from Cllr A Seviour for the WW1 Grant.

The Finance Officer advised that refunds are to be requested from SMS/Direct Tech – as £300.00 has been taken instead of £30.00 and also £895.00 from TEG (Utilities Provider) as the Credit Balance on account.

Budgets 2013/14

**Finance & Policy:** Remain the same.

**General Purposes:** The Finance Officer advised that a £2,000.00 underspend expected. However there would be minimal expenditure for repairs to Town Hall (weather damage).

**Amenities:** £6,000.00 underspend expected, however flood damage repairs costs to the Recreation Ground and other Play Areas are still unknown.

The Finance Officer advised that £106,000.00 is to be transferred to Reserves as allocated funding for the Concession Building and the purchase of the Front Deck.

**6. To consider the following grant applications**

No grant applications received

**7. To receive any Finance & Policy matters referred from Committee**

Recommendation from Staff & Remuneration Committee 18<sup>th</sup> March 2014

Background

The Information Officer contracts state that they are contracted to work, job share, November to March, 3 days per week and April to Oct, 5½ days per week (including Saturday mornings).

On Saturday mornings they do not carry out any work for NFDC because the office at Lyndhurst is closed. The statistics kept of visitor numbers from last year show only a limited use of the office on a Saturday morning, perhaps because most people are travelling. More visitors and tourists use the office during the week.

The Information Officers consistently work an additional 30 mins per day in order to open and shut 3 computer systems, a printer, documents bag and stamp, and sort out money, (all NFDC service related tasks). None of these tasks can be done with clients in the office. The additional 30 mins does not make up part of their contract so they are currently not paid for this time. This situation could be rectified without increasing the Councils wage bill.

There are 34 x 3 hour Saturdays the staff are contracted to work in 2014/15, a total of 102 hours. If the office is open 3 and 5 days per week as contracted winter/summer, 209 days are worked. The time which would be paid for Saturday mornings could be spent on the extra 30 mins per day, the additional time currently worked by the staff, which would not increase the cost to the Council.

Cllr Connolly proposed and Cllr Paton seconded and it was **RESOLVED** to close the Information Office on a Saturday, April to October and to pay staff an additional 30 minutes per day for each day or part day worked.

Amenities Committee – Junior Hire Rates were not discussed at the Amenities Committee meeting on the 19<sup>th</sup> March 2014 and it was AGREED that this item would be taken back to next meeting of that Committee.

General Purposes – Increased rates for the provision of alcohol and music were not discussed at the meeting in March and it was AGREED that this item will be discussed at the General Purposes Committee Meeting in May with a recommendation to the Finance and Policy Committee at the end of May.

### **8. Playscheme 2014**

No meeting had taken place with the previous organiser, Sue Little which is needed before further discussion regarding the future of the scheme. It was AGREED that a full review of the Playscheme is needed and this item would be placed on the Agenda of the next meeting of Finance and Policy Committee, following a meeting with Sue Little.

### **9. Insurance Policy**

The Finance Officer advised members that a second quote had been received from Came & Co for **£7,408.92**. The Zurich quote received was for **£8,315.17** (who are still processing outstanding claims for the Town Council). Generally agreed that service received from Zurich very good and Health & Safety advice.

Cllr Paton proposed and Cllr Lewendon seconded and it was **RESOLVED**: that the Quote for £8315.17 from Zurich be accepted but that the Finance Officer would approach them to see if this could be reduced.

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

**Westacres Residents Association** - The Town Clerk advised that a request had been received from Westacres Residents Association for payment of a grant of £200.00 for Grass Cutting & Grounds Maintenance at the entrance to Normandy Way.

Cllr Lewendon proposed and Cllr Adams seconded and it was **RESOLVED**: that £200.00 be paid to Westacres Residents Association for grounds maintenance at Normandy Way.

**Rotary Club** - Cllr Connolly advised that a letter had been received from the Rotary Club confirming payment of their contribution towards the Christmas Lights. The Club also requested that The Town Council provide written confirmation that the Rugby Pitch could be used for parking during the Summer Festival. It was AGREED to write and confirm, with a copy letter to the Rugby Club.

**Avon Valley Dementia Pals Grant** The Clerk advised receipt of a letter of thanks for the grant payment of £250.00

Cllr Connolly had received a letter from the Army Cadets informing members of their Open Evening on Wednesday 2<sup>nd</sup> April 2014, 7-9pm at the Drill Hall. It was AGREED to start the General Council Meeting on that evening at 8.00pm to allow members to attend.

The Finance Officer advised that a Quote of **£10,500.00** had been received from WCTD regarding fundraising. However as this was based on provision of a feasibility report for the sports pavilion, it was AGREED not to accept this but alternatively membership of AMT (Association Market Towns) should be actioned as they offer help and advice on fundraising.

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

Nothing to report

The Chairman gave thanks to Kate Mason, Town Clerk for her work over the past 5 years and made a presentation on behalf of the Members and staff of the Town Council.

### **12. To note the date of the next Finance & Policy meeting as Tuesday 30<sup>th</sup> April 2014.**

The meeting ended at 8.35pm.