

## FORDINGBRIDGE TOWN COUNCIL

### Minutes of a meeting of the Finance & Policy Committee held on Wednesday 17<sup>th</sup> April 2013 at 7.30 pm in the Town Hall, Fordingbridge

#### Present:

Cllr Adams – Chairman

Cllrs Anstey, Connolly, Fulford, Lewendon, Hale, Perkins, Price, (A) Wilson & (G) Wilson

#### In attendance:

Ms K Mason, Town Clerk

Mrs M Coatham, Finance Officer.

#### 1. To accept apologies for absence

There were apologies for absence from Cllr Paton & Robbins.

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

Cllr Adams declared an interest in payments of accounts (agenda item 4)

#### 3. To confirm the minutes of the meeting held on 27<sup>th</sup> March 2013 and report any matters arising.

It was proposed by Cllr Adams and seconded by Cllr (G) Wilson that the minutes of the meeting held on 27<sup>th</sup> March 2013 be signed as a true record. All in favour, Carried.

#### Matters arising

Youth Shelter – the Finance Officer confirmed that the insurance company had agreed that a claim could be made against the policy for the damage to the Youth Shelter.

Asbestos Report – the Clerk to chase the companies recommended by Michael Weakley Architects for a quote for an asbestos report.

Town Hall repairs – as no other quotes have been received it was AGREED to accept the quote from Mike Castle Builders.

*Cllr Anstey entered the meeting.*

#### 4. To receive any matters raised by Members of the Public

No members of the public were present.

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

It was proposed by Cllr Adams and seconded by Cllr Connolly that the monies collected and accounts be approved and paid. All in favour, Carried.

#### 6. To received recommendations from other Committees

##### Amenities Committee

Repairs to the recreation ground play area equipment – members discussed the quote from Wicksteed. It was AGREED to buy the see-saw repair kit for Groundsman. It was decided to clarify the rest of the quote from Wicksteed and discuss at the 1<sup>st</sup> May General Council meeting in order that the repairs weren't further delayed.

##### Planning Committee

Forest Live who hire the Town Hall on a regular basis to put on music events have suggested that they apply for an annual alcohol licence instead of a temporary TENS licence for each event.

Members AGREED that the Town Council would apply for an annual premises licence which included the selling or supplying of alcohol. The Town Clerk to produce an accompanying policy for discussion.

**7. To conduct an annual review of the Section 137 grant application policy**

Members AGREED that the policy should continue without changes.

**8. To consider the following grant applications:**

New Forest Citizens Advice Bureau – it was AGREED to give a grant of £750.

Life Education, Wessex – it was AGREED to give a grant of £168.

**9. To conduct the annual review of the following policies:**

- Freedom of Information Publication Scheme – no changes made
- Press & Media Policy – no changes made
- Complaints procedure – no changes made
- Data Protection Policy – no changes made
- Lone Worker Policy – it was AGREED that this should be further reviewed as it currently is not workable.

**10. To conduct the annual review of the Terms of Reference of the following Committees:**

- Amenities
- Disability Access
- Finance & Policy
- General Purposes
- Planning
- Staff & Remuneration
- Transport

Changes were made and the revised Terms of Reference are attached to the minutes.

Cllr Adams did not agree with Committees being allowed to spend their designated budgets without referring the spend to Finance & Policy Committee.

**11. To discuss the budget for the Information Office**

It was proposed by Cllr Connolly and seconded by Cllr (G) Wilson to purchase two new computers, one for staff, one for visitor use, to take out a contract for a new photocopier/printer which would be networked wirelessly and fit more plug sockets to accommodate the new computers. All in favour, Carried.

**12. To note any items of Correspondence**

Nothing to report.

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

Paddling Pool – SEMBCORP had checked the pipework from the meter to the pool and found several breaks in the pipes and confirmed that there were leaks. The meter has been switched off.

They agreed that a new supply could be brought in from the main in the rose garden. The Clerk to initiate.

Bus Shelter – the Clerk reported that the shelter near the entrance to Ashford Close was falling apart as it was old and the wood had rotted. As there are no buses on that route it was AGREED to remove the shelter.

**14. To note the date of the next meeting as Wednesday 29th May 2013.**

Chairman

**AMENITIES COMMITTEE – TERMS OF REFERENCE**

1. The Amenities Committee is constituted as a Standing Committee of Fordingbridge Town Council. The Committee composition shall comprise of five\* Councillors as voting members with three members of the Committee constituting a quorum.
2. A Chairman and Vice Chairman to be elected annually by the Committee
3. Members of the Town Council who do not sit on the Amenities Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
4. The Committee's role is to take care and control of the following open spaces:- Recreation Ground, Flaxfields End, Queens Gardens & Whitsbury Road and the following buildings: Recreation Ground toilets, Pavilion & workshop.
5. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the committee. The Committee shall approach the Finance & Policy Committee for any budget changes or increased funds should it become necessary to discharge its duties, however funds may not automatically be granted. Any budget spending or changes must be minuted.
6. The Groundsman shall have the delegated power to cancel any event held on the Recreation Ground due to inclement weather or ground conditions, but must advise the Chairman of the Council and Chairman of Amenities Committee at the earliest possible time.
7. The committee can initiate new facilities within the remit of it's role, e.g. new play areas. All costs must be within the agreed budget or the Committee may seek outside funding for such works. Any final decision regarding new facilities will be made by full Council.
8. The Committee will initiate and approve tenders for all aspects within the remit of it's role in accordance with Financial Regulations.
9. The Committee is responsible for any hiring or letting policies for open space and accompanying buildings in accordance with Financial Regulations.
10. Committee will provide annual risk assessments for open space use and the accompanying buildings in line with the insurance requirements.
11. The Committee will work to develop working relationships with sports clubs and other users of the Recreation Ground to seek mutual cooperation in managing and enhancing the Recreation Ground.
12. All correspondence shall be conducted through the Town Clerk.
13. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Town Council.
14. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
15. Any policy decisions recommended by this committee will be resolved by the Finance & Policy Committee at the next meeting following the recommendation.

\* Please note the Chairman and Vice Chairman of the Full council are ex-officio members of all committees and entitled to vote.

*Reviewed 17.04.13*

### **DISABILITY ACCESS COMMITTEE – Terms of Reference**

The objective of the Committee is to endeavour to maintain & improve the quality of life of the people of Fordingbridge through co-operation with the Council's partners and other organisations with regard to disability access related issues.

1. The Disability Access Committee is constituted as a Sub Committee of Fordingbridge Town Council (FTC). The Committee composition shall comprise of up to five Councillors and at least five or more co-opted members of the public. All will be voting members. Three members of the Committee shall constitute a quorum.
2. A maximum of two members only of any one organisation or society will be able sit on the Committee at the same time.
3. The Chairman to be elected annually by the Town Council
4. The Chairman of the Committee shall be a member of the Town Council.
5. Members of the Town Council and public who do not sit on the Disability Access Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
6. The Committee has no delegated executive powers to place orders for works and services. The Committee shall approach the Finance & Policy Committee for any budget which might be required. However, a budget may not automatically be granted.
7. The Councillors' Code of Conduct will apply to all members of the Committee and FTC's Standing Orders will apply to conduct of meetings (declaration of interests, debate, voting etc).
8. The Committee will be advisory and will not have any executive powers. It may make recommendations to the Council for consideration and approval. The Committee may appoint Working Group(s) for specified purpose(s) with the approval of the Town Council and convene Special Meetings in accordance with the Council's Standing Orders.
9. The Committee may consult and seek advice & information from external organisations and relevant experts. However, it must ensure that any such correspondence cannot be interpreted as a decision or an opinion of the Town Council.
10. All correspondence shall be conducted through the Town Clerk.
11. Notes or Minutes of all meetings are to be kept by the Town Clerk and forwarded by e-mail or mail to members of the Committee and other Town Council members.
12. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
13. Any policy or financial decisions recommended by this committee will require to be approved by the Finance & Policy Committee at the next meeting following the recommendation. Any other decisions and recommendations will require to be approved by General Council at the next meeting following the recommendation.

14. The Committee will consider issues arising from:

- Access for mobility impaired and disabled people throughout Fordingbridge Parish
- Mobility impaired road safety issues

15. The Committee will liaise with Hampshire County Council and New Forest District Council, Hampshire Constabulary and other relevant local and national organisations to seek resolutions for identified problems and to suggest possible ways to improve disabled access.

*Reviewed 17.04.13*

### **FINANCE AND POLICY COMMITTEE – Terms of Reference**

1. The Finance & Policy Committee is constituted as a Standing Committee of Fordingbridge Town Parish Council. The Committee composition shall comprise of all Councillors as voting members with three members of the Committee constituting a quorum.

2. A Chairman and Vice Chairman to be elected annually by the Committee.

3. Draft budgets for the forthcoming financial year will be prepared for circulation to all committees no later than November each year.

4. The Committee is tasked with preparing a budget for the following financial year and submitting the budget for approval to a Full Council Meeting prior to the end of the current financial year.

5. The committee is tasked with ensuring that all financial requirements and reserves are managed in line with the Council's Financial Regulations

6. Under section 101 (1) of the Local Government Act 1972, Fordingbridge Town Council has delegated its statutory powers and functions to this committee for the municipal year 2012/13 to make decisions regarding;

- Any policies, with the exception of staff policies, affecting this Council to be set up/reviewed/amended.
- Financial regulation and control of Council finances including payment of accounts & receipts of payment, banking, budgets, reserves and grant payments

with the exception of those functions listed below and any other issues that under legislation need to be agreed by full Council;

- The Precept
- Borrowing money
- Consideration of the audit report

7. The Amenities and General Purposes Committees shall submit any changes or requests for increased funds to their agreed annual budget to the Finance & Policy Committee before the changing or spending of the increased funds occurs.

8. The Staff Committee shall submit any recommendations regarding staff pensions, salaries or staff quotas to the Finance & Policy Committee for resolution.

9. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the committee. The committee shall be able to approach the full Council for increased funds should it become necessary to discharge its duties, however funds are not to be automatically granted.

Chairman

10. To oversee all legal matters pertaining to leases, mortgage, insurance claims, insurance cover, damage to property, vehicle insurance, debt recovery and Service Level agreements

11. Unspent provisions shall be discussed at the June meeting of the Finance & Policy Committee, following end of the financial year, to determine how they shall be used.

12. All correspondence shall be conducted through the Town Clerk.

13. Minutes of all meetings are to be kept by the Town Clerk and forwarded by e-mail or mail to members of the Town Council.

14. The Committee will meet on the last Wednesday of each month or as the workload requires, with a minimum of 3 days clear notice given.

*Reviewed 17.04.13*

### **GENERAL PURPOSES COMMITTEE – Terms of Reference**

1. The General Purposes Committee is constituted as a Standing Committee of Fordingbridge Town Council. The Committee composition shall comprise of five\* Councillors as voting members with three members of the Committee constituting a quorum.

2. A Chairman and Vice Chairman to be elected annually by the Committee

3. Members of the Town Council who do not sit on the General Purposes Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.

4. The Committee's role is to take care and control of the following:

- Town Hall
- Stuckton Road Cemetery
- St Mary's Closed Churchyard maintenance
- Parish footpaths
- Highway matters in liaison with Hampshire County Council
- Fry's Field Allotments
- Memorial Bungalow

5. The Committee can appoint a footpath officer to liaise with Hampshire Country Council Countryside Services. This a voluntary post and does not incur expenses.

6. The Committee has delegated executive powers to place orders for works and services within the limitations of the approved annual budget of the Committee. The Committee shall approach the Finance & Policy Committee for any budget changes or increased funds should it become necessary to discharge its duties, however funds may not automatically be granted. Any budget spending or changes must be minuted.

7. The Committee can initiate new facilities within the remit of it's role. All costs must be within the agreed budget or the Committee may seek outside funding for such works. Any final decision regarding new facilities will be made by full Council.

8. The Committee will initiate and approve tenders for all aspects within the remit of it's role in accordance with Financial Regulations.

9. The Committee is responsible for any hiring or letting policies for the Town Hall in accordance with Financial Regulations.

Chairman

10. The Committee will provide annual risk assessments for Stuckton Road Cemetery, St Mary's Churchyard maintenance, Fry's Field Allotments and the Town Hall in line with the insurance requirements.
11. The Committee will host regular meetings with allotment holders to seek mutual cooperation in managing and enhancing Fry's Field Allotments.
12. The Committee is responsible for decisions concerning the Information Office with the exception of those decisions concerning staff.
13. All correspondence shall be conducted through the Town Clerk.
14. Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Town Council. Any budget spend or significant changes to budgets must be minuted.
15. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.
16. Any policy decisions recommended by this committee will be resolved by the Finance & Policy Committee at the next meeting following the decision.

\* Please note the Chairman and Vice Chairman of the Full council are ex-officio members of all committees and entitled to vote.

*Reviewed 17.04.13*

### **PLANNING COMMITTEE – Terms of Reference**

1. The Planning Committee is constituted as a Standing Committee of Fordingbridge Town Council.
2. The Committee composition shall be all Councillors as voting members with three members of the Planning Committee constituting a quorum.
3. A Chairman and Vice Chairman to be elected annually by the Committee.
4. A record of all planning and licensing applications, the responses and eventual results shall be noted in the minutes of meetings.
5. Under section 101 (1) of the Local Government Act 1972, Fordingbridge Town Council has delegated its statutory powers and functions to this committee for the municipal year 2011/12 to:
  - consider all planning applications, tree work applications and licensing applications pertaining to Fordingbridge Parish and to make recommendations to New Forest District Council or the New Forest National Park Authority as the planning and licensing authorities.
  - Comments and/or decisions on all planning and licensing issues and planning and licensing policies relating to Fordingbridge
  - Comments and/or decisions on consultation papers relating to planning issues and policies, including Minerals and Waste in Hampshire and surrounding counties and licensing issues and policies.
6. The Planning Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties

are given an adequate hearing – applicants and objectors will have the opportunity to speak at meetings in accordance with the Town Council Standing Orders.

7. A time sensitive response on a planning application may be made by the Town Clerk following a majority decision by the Committee.

8. Where an on-site meeting for the Committee is arranged, it will be subject to the prior approval of the Chairman of the Planning Committee. A Committee member will then present findings to the Committee.

9. Where an application is heard at the Planning Authority Planning Committee meeting the Committee is authorised to make written representation or to elect a member of the Committee or Town Clerk to attend the meeting and speak.

10. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee or Town Clerk to attend the hearing and speak.

11. Each planning application received shall be delegated to a Councillor to present to the meeting. The proposal concerning the decision made about a planning application shall not be made by the Councillor who is presenting the application.

12. All correspondence shall be conducted through the Town Clerk.

13. Agendas and Minutes of all meetings are to be kept by the Clerk and forwarded by e-mail or mail to members of the Town Council.

14. The Committee will meet as the planning cycle requires, with a minimum of 3 days clear notice given.

15. All members to attend a planning training session within a year of appointment and further training at least once every four years.

16. This committee has no financial powers.

17. Any policy decisions recommended by this committee will be resolved by the Finance & Policy Committee at the next meeting following the decision.

*Reviewed 17.04.13*

#### **STAFF & REMUNERATION COMMITTEE – Terms of reference**

1. The Staff & Remuneration Committee is constituted as a Standing Committee of Fordingbridge Town Council. The Committee composition shall comprise of three Councillors, the Chairman and Vice Chairman of the Council, all as voting members. Three members of the Committee shall constitute a quorum.

2. A Chairman and Vice Chairman to be elected annually by the Committee.

3. The Committee shall be governed by Standing Orders of Fordingbridge Town Council.

4. The Committee will not have any budget assigned to it.

5. Any financial or policy decisions recommended by this committee will be resolved by the Finance & Policy Committee at the next meeting following the decision.

Chairman



6. The Committee will review annually, in November, staff salaries and contracts for the forthcoming financial year. The review will take place after staff appraisals have been completed. A recommendation for incremental rises (if any) shall be made to the next meeting of Finance & Policy.
7. Decisions concerning any other staff matters made by this Committee other than those listed in (7) below shall be made by General Council.
8. The matters on which this Committee shall make recommendations to General Council are:
  - Staff Salaries & Pensions
  - Staff Grievance matters
  - Staff Disciplinary
  - Staff Training
  - Staff Appraisals
  - Recruitment of staff
  - Dismissal of staff
  - Staff contracts and job descriptions
  - Staffing quotas
  - Annual review of staff related policies

*Reviewed 17.04.13*

### **Transport Committee – Terms of Reference**

The objective of the Committee is to endeavour to maintain & improve the quality of life of the people of Fordingbridge through co-operation with the Council's partners and other organisations with regard to road traffic related issues.

1. The Transport Committee is constituted as a Sub Committee of Fordingbridge Town Council (FTC). The Committee composition shall comprise of up to five Councillors and at least five or more co-opted members of the public. All will be voting members. Three members of the Committee shall constitute a quorum.
2. A maximum of two members only of any one organisation or society will be able sit on the Committee at the same time.
3. The Chairman to be elected annually by the Town Council
4. The Chairman of the Committee shall be a member of the Town Council.
5. Members of the Town Council and public who do not sit on the Transport Committee may attend meetings and speak only with the permission of the Chairman. They may not vote.
6. The Committee has no delegated executive powers to place orders for works and services. The Committee shall approach the Finance & Policy Committee for any budget which might be required. However, a budget may not automatically be granted.
7. The Councillors' Code of Conduct will apply to all members of the Committee and FTC's Standing Orders will apply to conduct of meetings (declaration of interests, debate, voting etc).
8. The Committee will be advisory and will not have any executive powers. It may make recommendations to the Council for consideration and approval. The Committee may appoint Working Group(s) for specified purpose(s) with the approval of the Town Council and convene Special Meetings in accordance with the Council's Standing Orders.

Chairman

9. The Committee may consult and seek advice & information from external organisations and relevant experts. However, it must ensure that any such correspondence cannot be interpreted as a decision or an opinion of the Town Council.

10. All correspondence shall be conducted through the Town Clerk.

11. Notes or Minutes of all meetings are to be kept by the Town Clerk and forwarded by e-mail or mail to members of the Committee and other Town Council members.

12. The Committee will meet as the workload requires, with a minimum of 3 days clear notice given.

13. Any policy or financial decisions recommended by this committee will require to be approved by the Finance & Policy Committee at the next meeting following the recommendation. Any other decisions and recommendations will require to be approved by General Council at the next meeting following the recommendation.

14. The Committee will consider issues arising from:

- The flow of traffic through Fordingbridge;
- Public transport
- Parking of motor & other vehicles in the Town
- Pedestrians and road safety

15. The Committee will liaise with Hampshire County Council and New Forest District Council's Highways Departments, New Forest National Park Authority, Hampshire Constabulary and other relevant organisations to seek resolutions for identified problems and to suggest possible ways to improve public & road safety.

*Reviewed 17.04.13*