

## **FORDINGBRIDGE TOWN COUNCIL**

### **Minutes of a meeting of the Finance & Policy Committee held on Wednesday 27<sup>th</sup> November 2013 at 7.30 pm in the Town Hall, Fordingbridge**

#### **Present:**

Cllr Connolly – Chairman

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

#### **In attendance:**

Mrs M Coatham, Finance Officer

Ms. K Mason, Town Clerk

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

There were apologies from Cllr (A) Wilson

#### **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 meetings held on 30<sup>th</sup> October 2013 and report any matters arising.**

Cllr Paton proposed and Cllr (G) Wilson seconded and it was **RESOLVED**: that the minutes of the meeting held on 30<sup>th</sup> October 2013 be signed as a true record.

#### **Matters arising**

**106 agreement bids for projects** – the Chairman advised that he and the Town Clerk had met with officers from NFDC to discuss the various S106 allocations required for next year, as there had been a request for further clarification of the projects by NFDC.

#### **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 and any other financial matters**

Cllrs Adams declared an interest and remained in the room.

*Cllr Perkins entered the meeting.*

Monies collected and payment of accounts were noted by members and signed by the Chairman.

**Fordingbridge Art Club** - The Finance Officer advised that Fordingbridge Art Club have paid the outstanding invoice.

**Christmas Lights** – the catenary wires have not been fixed as the licence is still awaited from HCC. The lights have been strung using the old system.

The Finance Officer explained that the contract did not break down costings for individual items such as the wires; the Council has not been invoiced to date. The electricity supply for the lights is taken from the premises to which the lights are fixed. Only electricity for one string of lights is charged to the Town Council which averages £5.00 annually.

#### **6. To receive any Finance & Policy matters referred from Committees**

**Amenities Committee** - To release money from the Machinery Replacement Fund to pay for a new front deck machine.

It was proposed by Cllr Adams and seconded by Cllr Anstey and **RESOLVED:** that money be released from the Machinery Replacement Fund to pay for a new front deck machine.

General Purposes Committee - To discuss a provisional budget for work needed in the Town Hall to make the disabled toilet fit for purpose. This will mean the existing toilets need to be redesigned and refurbished in order to provide the space needed for the disabled toilet.

It was agreed that this should go back to the next meeting of the General Purposes Committee to determine a programme of refurbishment and costings.

Cllr Fulford (Chairman of the Disability Awareness Committee) acknowledged that the disabled toilet did need work to make it fit for purpose but suggested this should be part of a long term forward plan to fit with the current budget decisions. Members agreed.

#### **7. To determine Burial fees at Stuckton Road Cemetery.**

Members considered burial fees from surrounding burial authorities.

It was proposed by Cllr Buchanan that fees should be quadrupled for non-residents. This was not seconded.

It was proposed by Cllr Hale and seconded by Cllr Lewendon and **RESOLVED:** that the cost of interment of a body should be increased to £270 and all other fees kept at the same rate. Cllr Price abstained.

#### **8. To discuss fishing rights at the Recreation Ground.**

The Finance Officer reported that a payment has been received from Ringwood & District Anglers but no invoice was sent. The Finance Officer & Clerk to try and clarify the terms of payment and report to the next meeting.

#### **9. To receive and discuss a recommendation from the Amenities Committee for budget proposals for 2014/2015**

The Finance Officer advised that income was up but it includes grants given from the Rugby Club for Brownsey's Field maintenance and Youth Project monies from Avonway. Expenditure is up as it now includes tree works and ground work. Overall the budget has not changed and remains as the current financial year.

Members accepted the budget proposals to date (attached to these minutes, appendix A).

#### **10. To receive and discuss a recommendation from the General Purposes Committee for budget proposals for 2014/2015**

The Finance Officer advised that the fall in income has been matched by a fall in expenditure. Overall the budget has not changed and remains as the current financial year.

Members accepted the budget proposals to date (attached to these minutes, appendix B).

#### **11. To consider the budget proposals for the Finance & Policy Committee for 2014/2015**

The proposed budget for Finance & Policy Committee is attached as Appendix C. Expenditure is forecast to be approximately £6k more than the budget which will be met by grant funding and slightly raising the precept (by approx. £1k).

The Chairman explained that members of NFDC are to meet in December 2013 to determine the amount of grant which will be passed to Parish & Town Councils as part of their precept requests. Until this has been determined no decision can be made concerning any budget. However, budgets have been prepared (see Appendix A, B & C). At the Finance & Policy Committee meeting in January 2014 a decision can be made based on the information received.

The Chairman thanked the Finance Officer for the budget information.

Chairman

29.01.14

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

Fordingbridge Turks Football Team – a letter of thanks has been received for the grant paid.

'2 signature' rule – the Clerk reported that the Local Government Minister, Brandon Lewis, has laid before parliament legislative reform to repeal Section 150(5) of the Local Government Act 1972 requiring 2 Councillors to sign all cheques and orders for payments. This will allow Councils to legally use electronic payment systems providing anti-fraud measures are in place.

Filming Council meetings – the Clerk advised that filming or recording of Council meetings can be permitted under Government amendments in the Local Audit and Accountability Bill. The Secretary of State is also seeking power to permit the electronic dispatch of agendas.

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

Nothing to report.

**14. To note the date of the next Finance & Policy meeting as Wednesday 29<sup>th</sup> January 2014.**

The meeting ended at 8.25 pm.

**Appendix A**  
**Amenities Committee Budget proposals 2014 -15**

<b>Amenities</b>				
<b>INCOME</b>	<b>BUDGET</b>	<b>Yr End Forecast</b>	<b>PROPOSED BUDGET</b>	<b>Comment</b>
	<b>2014-2015</b>		<b>2014-2015</b>	
Recreation Ground - Sundry Lets	£ 1,500.00	£ 1,300.00	£ 1,500.00	
Brownsea Land	£ -	£ -	£ -	
Cricket Clubs	£ 150.00	-£ 88.00	£ -	
Rugby Clubs	£ 3,000.00	£ 7,000.00	£ 3,000.00	
Football Clubs	£ 1,325.00	£ 1,325.00	£ 2,000.00	
Whippet Club	£ 750.00	£ 1,200.00	£ 1,200.00	
Refreshment Concession	£ 800.00	£ 583.33	£ 4,500.00	
Fishing/Anglers	£ 700.00	£ 624.38	£ 500.00	
Youth Shelter & Skate Park	£ -	£ 6,250.00	£ -	
<b>Total Income</b>	<b>£ 8,225.00</b>	<b>£ 18,194.71</b>	<b>£ 12,700.00</b>	
<b>EXPENDITURE</b>	<b>BUDGET</b>	<b>Yr End Forecast</b>	<b>PROPOSED BUDGET</b>	
	<b>2014-2015</b>		<b>2014-2015</b>	
Recreation Ground - Staff Costs	£ 34,575.00	£ 40,000.00	£ 42,000.00	
Casual Labour	£ 2,000.00	£ -	£ -	
Recreation Ground - Utilities	£ 5,000.00	£ 8,000.00	£ 8,000.00	
Petrol/Road Tax	£ 3,100.00	£ 3,000.00	£ 3,500.00	
Pavilion	£ 6,000.00	£ 2,500.00	£ 2,500.00	
Recreation Ground Seats	£ 1,000.00	£ 650.00	£ 1,000.00	
Safety Equipment	£ 500.00	£ 100.00	£ 500.00	
Machinery Repairs/Replacement	£ 8,000.00	£ 3,000.00	£ 6,000.00	
General & Ground Maintenance	£ 15,000.00	£ 19,000.00	£ 18,000.00	
Land and buildings	£ -	£ 6,018.50	£ 500.00	
Brownsea Land	£ -	£ 400.00	£ -	
Youth Projects	£ 500.00	£ 500.00	£ -	
Floodlights	£ 500.00	£ 500.00	£ 500.00	
Children's Play Area	£ 6,000.00	£ 4,500.00	£ 4,500.00	
Youth Shelter	£ -	£ 200.00	£ 500.00	
Skate Park	£ 2,000.00	£ 500.00	£ 2,000.00	
<b>Total Expenditure</b>	<b>£ 84,175.00</b>	<b>£ 88,868.50</b>	<b>£ 89,500.00</b>	
<b>Amount required from Precept</b>	<b>£ 75,950.00</b>		<b>£ 76,800.00</b>	
<b>Presented to F&amp;P 27th November 2013</b>				

**Appendix B**  
**General Purposes Budget proposals 2014-15**

<b>General Purposes</b>			
	<b>BUDGET</b>	<b>Yr End</b>	<b>PROPOSED</b>
	<b>2013/14</b>	<b>Forecast</b>	<b>BUDGET</b>
			<b>2014/15</b>
<b>INCOME</b>			
Hall Lettings - Sundry	£ 5,500.00	£ 2,200.00	£ 3,000.00
Badminton	£ 700.00	£ 800.00	£ 725.00
Art Clubs	£ 750.00	£ 700.00	£ 400.00
Parish Lengthsman Scheme	£ 12,000.00	£ 12,000.00	£ 12,000.00
Burial Fees	£ 8,500.00	£ 8,500.00	£ 8,500.00
St Marys Churchyard	£ 906.00	£ 453.00	£ 453.00
Allotment Rents	£ 650.00	£ 978.00	£ 1,000.00
Playscheme	£ 6,500.00	£ 9,500.00	£ 13,850.00
VIC Income/Misc Sales	£ 13,500.00	£ 13,000.00	£ 13,500.00
<b>Total Income</b>	<b>£ 49,006.00</b>	<b>£ 48,131.00</b>	<b>£ 53,428.00</b>
<b>EXPENDITURE</b>			
	<b>BUDGET</b>	<b>Yr End</b>	<b>PROPOSED</b>
	<b>2013/14</b>	<b>Forecast</b>	<b>BUDGET</b>
			<b>2014/15</b>
Town Hall - Staff Costs	£ 9,000.00	£ 11,000.00	£ 10,500.00
Town Hall - Maintenance	£ 15,000.00	£ 13,000.00	£ 12,000.00
Town Hall - Utilities	£ 4,300.00	£ 3,000.00	£ 4,600.00
Town Hall - Rates	£ -	£ -	£ -
Town Hall - Clock Maintenance	£ 350.00	£ 350.00	£ 375.00
Playscheme Staff	£ 7,000.00	£ 9,500.00	£ 12,850.00
Playscheme Equipment	£ 1,500.00	£ 1,530.00	£ 2,000.00
VIC Lease	£ 5,000.00	£ 4,750.00	£ 5,000.00
VIC Costs	£ 22,000.00	£ 21,000.00	£ 20,000.00
Burial Grounds	£ 8,500.00	£ 7,500.00	£ 7,000.00
Allotments	£ 750.00	£ 600.00	£ 700.00
Memorial Bungalow	£ 500.00	£ 350.00	£ 500.00
Parish Lengthsman Scheme	£ 12,000.00	£ 12,000.00	£ 12,000.00
Footpaths/Public Seats	£ 500.00	£ 500.00	£ 500.00
Bus Shelters	£ 500.00	£ 500.00	£ 500.00
<b>Total Expenditure</b>	<b>£ 86,900.00</b>	<b>£ 85,580.00</b>	<b>£ 88,525.00</b>
<b>Amount Required from Precept Presented to F&amp;P 27/11/13</b>	<b>£ 37,894.00</b>		<b>£ 35,097.00</b>

**Appendix C - Finance & Policy Committee Budget proposals 2014-15**

	<b>BUDGET</b>	<b>Year End Forecast</b>	<b>Proposed Budget</b>
<b>Finance &amp; Policy</b>	<b>2013/2014</b>		<b>2014/2015</b>
<b><u>Income</u></b>			
Precept	£182,200.00	£ 182,200.00	£183,197.00
Grants	£16,226.00	£ 16,226.00	£12,060.00
Interest Received	£0.00	£ 25.00	£0.00
Sundry Income	£0.00	£ -	£0.00
Museum Rent	£500.00	£ 500.00	£500.00
<b>Total Income</b>	<b>£198,926.00</b>	<b>£ 198,951.00</b>	<b>£195,757.00</b>
<b><u>Expenditure</u></b>			
	<b>BUDGET</b>	<b>Year End Forecast</b>	<b>Proposed Budget</b>
Office Staff Costs	£34,650.00	£ 37,000.00	£37,000.00
Stationery & Postage	£1,300.00	£ 1,400.00	£1,400.00
Photocopier/copying	£2,500.00	£ 2,500.00	£2,500.00
Office - Telephone/IT	£2,000.00	£ 1,600.00	£2,000.00
Staff Gratuities	£500.00	£ -	£0.00
Insurance	£11,500.00	£ 11,585.44	£12,000.00
Subscriptions	£1,500.00	£ 1,200.00	£1,200.00
Staff Training and Expenses	£1,000.00	£ 1,150.00	£1,200.00
Sundries	£0.00	£ -	£0.00
Election Expenses	£0.00	£ -	£0.00
Professional Fees	£1,000.00	£ 3,500.00	£2,500.00
Bank Charges	£0.00	£ -	£0.00
Twining/Diamond Jubilee	£500.00	£ 250.00	£500.00
Promotion & Advertising	£500.00	£ 300.00	£500.00
Mayors' Allowance/Meetings	£1,000.00	£ 1,000.00	£1,000.00
S137 Grants	£5,000.00	£ 5,000.00	£5,000.00
Avonway Grants	£0.00	£ -	£0.00
Business Forum Partnership	£5,000.00	£ 7,500.00	£5,000.00
Community Support	£0.00		£0.00
<b>Total Expenditure</b>	<b>£67,950.00</b>	<b>£73,985.44</b>	<b>£71,800.00</b>
<b>Overall Total</b>			
			<b>£71,300.00</b>
	<b>F &amp; P</b>		£71,300.00
	<b>GENERAL PURPOSES</b>		£35,097.00
	<b>AMENITIES</b>		£76,800.00
	<b>Capital Projects</b>		£12,060.00
	<b>Total Required</b>		<b>£195,257.00</b>
	<b>Precept Amount</b>		£183,197.00
	<b>Grant Amount</b>		£12,060.00