

FORDINGBRIDGE TOWN COUNCIL

Minutes of a meeting of the Finance & Policy Committee held on Wednesday 26th November 2014 at 7.30 pm in the Town Hall, Fordingbridge **(Minutes subject to approval at the next meeting of the committee)**

Present:

Cllr Adams - Vice Chairman

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

In attendance:

Mrs M Coatham, Finance Officer

Mrs H Richards, Town Clerk

1. To accept apologies for absence

There were apologies from Cllrs Connolly & Perkins

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 and vote.

3. To confirm the minutes of the meeting held on 29th October 2014 and report any matters arising.

Cllr Lewendon proposed and Cllr (A) Wilson seconded and it was **RESOLVED**: that the minutes of the meeting held on 29th October 2014 be signed as a true record.

Matters Arising

Minute No.3 – Audio Equipment, Town Hall – the Clerk reported that the equalizers have now been delivered.

Cllr Paton joined the meeting.

Minute No. 12 – Remembrance Parade – Cllr Adams advised that the organisation for the Remembrance Parade should be reviewed before next year's event.

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

No Members of the Public present.

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

The Finance Officer advised members that:

The £500.00 grant had been received from Cllr E Heron, Hampshire County Council towards children's activities at the Christmas Lights Switch-On event and the majority of this had been spent on a stilt walker. Other income received included an annual payment from the Turks FC for block booking of pitches and the Christmas Raffle had made £191.00.

Items of expenditure included paying the watering bill for the summer flower baskets on behalf of the Business Forum – the Council will be reimbursed for this once the problems with the Business Forum's bank account was overcome.

Budgets 2014/15

Finance & Policy: This will be approximately £6,500 over budget due to inclusion of payment for lighting wiring costs (budgeted last year) and also for the payment of watering costs.

General Purposes: Repair costs as yet unknown following further water damage to the Town Hall (Council Chamber walls). Gutters and downpipes require more frequent maintenance. The Town Clerk & Finance Office to investigate costs to hire or purchase a dehumidifier. Slightly less income this year for allotments as no plant sale. The cost of running the Playscheme will be less.

Amenities: Rugby Club have reimbursed the Council for the repair works to the flood lights. Youth Football yet to be invoiced for usage so far this season. The cost of repairs to the skatepark must be reviewed and resolved at next Amenities meeting on 21st January 2015.

6. To receive and discuss a recommendation from Amenities Committee for budget proposals for 2015/16

The Finance Officer advised that income was less than originally forecast as the kiosk rental had been re-proportioned over the three year term, 1st year income to be £9,000.00

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

7. To receive and discuss a recommendation from General Purposes Committee for budget proposals for 2015/16

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

8. To consider the budget proposals for the Finance & Policy Committee for 2015/16

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.

The Chairman thanked the Finance Officer for the budget information.

9. To formulate a resolution to go before General Council on 7th January 2015 for the precept request.

The attached appendices of budget proposals were reviewed by each committee in October and November 2014. Based on these proposals, the summary on the Finance & Policy spreadsheet shows that the precept request should be set at £183197.00 with the additional estimated grant being £8040.00.

Since these proposals were discussed the following issue has arisen:

- a potential maintenance issue to the town hall to repair further water damage to the Council Chamber – redecoration required as a minimum

It was proposed by Cllr Adams and seconded by Cllr Fulford and **RESOLVED:** that the following amount be requested as the precept for 2015/16: £191,237.00 (to include the estimated grant of £8,040.00).

10. To agree a protocol for Recording and use of Social Media at Council meetings and associated amendment to the Council's Standing Order 1(L)

Following discussion, Members AGREED the document "*Recording and Use of Social Media at Council Meetings, Guidance for Members of the Public*" and the following amendment to the Council's Standing Order 1(L):

~~Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.~~

Photography, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted in accordance with the Council's Guidance document "Recording and Use of Social Media at Council Meetings"

11. To note any items of Correspondence

The Finance Officer reported that a reply had been received from Sport England with a rejection of the grant application relating to the new Sports Facility.

The Finance Officer also advised the meeting that a response had been received from New Forest DC regarding Developer Contribution Allocations; however some proposals put forward did not appear to be included in the response. The allocation for Transport and Car parking had not received a response and consideration should be given to the re-allocation of the £10,000 allocated for Bishops Pond. Finance Officer and Town Clerk to investigate.

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

Nothing to report from the Clerk.

The Finance Officer and Clerk reported on the recent meetings with New Forest District Council and the possible transfer of Sweatsford Water Meadow to Fordingbridge Town Council – outstanding issues to be addressed by New Forest DC before further consideration.

Cllr (G) Wilson raised concern over the lack of donations received from businesses in relation to Late Night Shopping; in particular from the children's roundabout/carousel provider and queried on what basis was this provided.

Cllr (G) Wilson also raised the possibility of applying for Big Lottery Funding; however members agreed that the application process is complicated and would require adequate resource to complete.

13. To note the date of the next Finance & Policy meeting as 28th January 2015

The meeting ended at 8.20pm.

Amenities

INCOME	BUDGET 2014/15	To date	Yr End Forecast	PROPOSED BUDGET 2015/16
Recreation Ground - Sundry Lets	£ 1,500.00	£ 800.00	£ 1,075.00	£ 1,200.00
Browsesea Land	- £	- £	- £	£ -
Cricket Clubs	- £	- £	- £	£ -
Rugby Clubs	3,000.00 £	426.67 £	3,000.00 £	3,000.00 £
Football Clubs	2,000.00 £	231.66 £	1,500.00 £	2,000.00 £
Whippet Club Refreshment Concession	1,200.00 £ 4,500.00	1,167.50 £ 200.00	1,200.00 £ 3,200.00	1,200.00 £ 9,000.00
Fishing/Anglers Youth Shelter & Skate Park	500.00 £ -	556.88 £ -	650.00 £ -	650.00 £ -
Total Income	12,700.00	3,382.71	10,625.00	£ 17,050.00

EXPENDITURE	BUDGET 2014/15	To date	Yr End Forecast	PROPOSED BUDGET 2015/16
Recreation Ground - Staff Costs	42,000.00 £	19,173.43 £	40,000.00 £	£ 42,000.00
Casual Labour Recreation Ground - Utilities	- £ 8,000.00	- £ 1,638.26	- £ 6,000.00	£ £ 6,500.00
Petrol/Road Tax	3,500.00 £	1,491.23 £	3,000.00 £	3,500.00 £
Pavilion Recreation Ground Seats	2,500.00 £ 1,000.00	500.25 £ 1,416.00	1,500.00 £ 1,416.00	1,500.00 £ 1,000.00
Safety Equipment Machinery Repairs/Replacement General & Ground Maintenance	500.00 £ 6,000.00 £ 18,000.00	- £ 12,539.59 £ 8,090.45	100.00 £ 15,000.00 £ 18,000.00	500.00 £ 6,000.00 £ £ 20,000.00
Land and buildings	500.00 £	101,594.20 £	102,000.00 £	1,000.00 £
Equipment	- £	851.00 £	851.00 £	500.00
Browsesea Land	- £	- £	- £	£ £
Youth Projects	500.00 £	- £	500.00 £	500.00 £
Floodlights	500.00 £	- £	500.00 £	500.00 £
Children's Play Area	4,500.00 £	722.69 £	3,000.00 £	4,500.00 £
Youth Shelter	-	-	-	200.00

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Skate Park	£ 2,000.00	£ 802.46	£ 1,000.00	£ 2,000.00
Total Expenditure	£ 89,500.00	£ 148,819.56	£ 192,867.00	£ 90,200.00
Amount needed from precept			£ 72,242.00	£ 73,150.00

Fordingbridge Town Council General Purposes Yr End Forecast Sep14 & Budget Proposal 2015/16

General Purposes

	BUDGET 2014/15	To date	Yr End Forecast	Current year comments	PROPOSED BUDGET 2015/16
INCOME					
Hall Lettings - Sundry	£ 3,000.00	£ 1,498.44	£ 3,000.00	Need to boost regular hirers Based on weekly usage to end of March 2014	£ 3,500.00
Badminton	£ 725.00	£ 75.00	£ 725.00	No problems this year Figure in agreement with SLA	£ 725.00
Art Clubs	£ 400.00	£ 533.33	£ 550.00	On target but difficult to predict	£ 500.00
Parish Lengthsman Scheme	£12,000.00	£12,150.00	£12,150.00		£ 12,000.00
Burial Fees	£ 8,500.00	£ 4,580.00	£ 8,500.00		£ 8,500.00
St Marys Churchyard	£ 453.00	£ -	£ 453.00	No plant sale this year - waiting list low	£ 453.00
Allotment Rents	£ 1,000.00	£ 382.00	£ 750.00	Income not as high as forecast, but matched by reduced expenditure	£ 1,000.00
Playscheme	£13,850.00	£ 7,522.00	£ 7,522.00	Need to consider other sales???	£ 8,000.00
VIC Income/Misc Sales	£13,500.00	£12,898.66	£13,200.00		£ 13,500.00
Total Income	£53,428.00	£39,639.43	£46,850.00	Income down by about £7000	£ 48,178.00
EXPENDITURE					
	BUDGET 2014/15	To date	Yr End Forecast		PROPOSED BUDGET 2015/16
Town Hall - Staff Costs	£10,500.00	£ 5,020.62	£10,500.00	Only planned painting by Andy expected? M Castle to bill for work done	£ 11,000.00
Town Hall - Routine Maintenance	£ 8,000.00	£ 1,193.15	£ 5,000.00		£ 6,000.00
Chairman					28.01.15

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Town Hall - Repair Maintenance	£ 4,000.00	£ -	£ 2,000.00	Water heater needs to be replaced (ordered Oct/14)	£ 6,000.00
Town Hall - Utilities	£ 4,600.00	£ 1,111.55	£ 3,500.00		£ 3,500.00
Town Hall - Rates	£ -	£ -	£ -		£ -
Town Hall - Clock Maintenance	£ -	£ -	£ 350.00	Clock chime to be investigated	£ 75.00
Playscheme Staff	£12,850.00	£ 6,630.41	£ 6,630.41	Expenditure down (less days)	£ 7,000.00
Playscheme Equipment	£ 2,000.00	£ 1,928.94	£ 1,928.94		£ 2,200.00
VIC Lease	£ 5,000.00	£ 2,250.00	£ 5,000.00		£ 5,000.00
VIC staff costs	£18,000.00	£ 8,881.64	£17,000.00	Depends on cover provided at Christmas	£ 18,000.00
VIC non-staff costs	£ 2,000.00	£ 1,620.09	£ 2,800.00	Higher than forecast	£ 3,000.00
Burial Grounds	£ 7,000.00	£ 3,986.57	£ 5,000.00	Depends on tree work required?	£ 6,000.00
Allotments	£ 700.00	£ 657.21	£ 850.00	Pumps and washers purchased	£ 1,000.00
Memorial Bungalow	£ 500.00	£ 642.59	£ 850.00	Inspection required	£ 850.00
Parish Lengthsman Scheme	£12,000.00	£ 5,619.25	£12,000.00	May go over this, but reserves held	£ 12,000.00
Footpaths/Public Seats	£ 500.00	£ -	£ 500.00	Need to replace some seats	£ 500.00
Bus Shelters	£ 500.00	£ -	£ 500.00		£ 500.00
Total Expenditure	£88,150.00	£39,542.02	£74,409.35		£ 82,925.00
Amount needed from precept	£34,722.00				£ 34,747.00

Compiled by M.Coatham, RFO (6th October 2014)

Fordingbridge Town Council Finance & Policy Year End Forecast 2015/16				
	BUDGET	To date	Year End Forecast	Proposed Budget
Finance & Policy	2014/15			2014/2015
Income				
Precept	£ 183,197.00	£ 183,197.00	£ 182,200.00	£183,197.00
Grants	£ 12,060.00	£ 12,060.00	£ 16,226.00	£8,040.00
Interest Received	£ -	£ 32.84	£ 40.00	£0.00
Sundry Income	£ -	£ 3,300.00	£ 5,500.00	£2,000.00
Museum Rent	£ 500.00	£ -	£ 500.00	£500.00
Total Income	£ 195,757.00	£ 198,589.84	£ 204,466.00	£193,737.00
Expenditure				
	BUDGET	To date	Year End Forecast	Proposed Budget
Office Staff Costs	£ 37,000.00	£ 18,288.89	£ 37,000.00	£37,500.00
Stationery & Postage	£ 1,400.00	£ 559.30	£ 1,300.00	£1,400.00
Photocopier/copying	£ 2,500.00	£ 1,320.40	£ 2,600.00	£2,600.00
Office - Telephone/IT	£ 2,000.00	£ 1,061.10	£ 1,800.00	£2,000.00
Staff Gratuities	£ -	£ -	£ -	£0.00
Insurance	£ 12,000.00	£ 6,951.62	£ 7,000.00	£7,000.00
Subscriptions	£ 1,200.00	£ 1,439.87	£ 1,800.00	£1,800.00
Staff Training and Expenses	£ 1,200.00	£ 251.70	£ 1,000.00	£1,200.00
Sundries	£ -	£ 326.54	£ -	£0.00
Election Expenses	£ -	£ -	£ -	£2,700.00
Professional Fees	£ 2,500.00	£ 1,642.60	£ 3,000.00	£3,000.00
Bank Charges	£ -	£ 32.00	£ 32.00	£0.00
Twinning/Diamond Jubilee	£ 500.00	£ -	£ 250.00	£500.00
Promotion & Advertising	£ 500.00	£ 90.00	£ 300.00	£500.00
Mayors' Allowance/Meetings	£ 1,000.00	£ 55.81	£ 1,000.00	£1,000.00
S137 Grants	£ 5,000.00	£ 1,450.00	£ 5,000.00	£5,000.00
Avonway Grants	£ -	£ -	£ -	£0.00
Business Forum Partnership	£ 5,000.00	£ 10,254.95	£ 17,000.00	£12,000.00
Community Support	£ -	£ -		£0.00
Total Expenditure	£ 71,800.00	£ 43,724.78	£ 79,082.00	£78,200.00
Expenditure is forecast to be approximately £6000 more than budget - to be met from grant funding				£75,700.00