

FORDINGBRIDGE TOWN COUNCIL

Minutes of a meeting of the Finance & Policy committee held on Wednesday 28th January 2015 at 7.30pm in the Town Hall, Fordingbridge (Minutes subject to approval at the next meeting of the Committee)

Present:

Cllr Connolly – Chairman

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

In Attendance:

Mrs H Richards, Town Clerk

Mrs M Coatham, Finance Officer

1. To accept apologies for absence

Apologies were received from Cllrs (G) Wilson and Perkins

2. To receive any Declarations of Interest

Declarations received from Cllr Hale for Agenda Item 7 Grant application for the Victoria Rooms Trust – to remain in the meeting but not to speak or vote, and Cllr Adams for Agenda Item 5 Payment of Accounts to remain in the meeting but not to speak or vote.

3. To confirm the minutes of the meeting held on 26th November 2014 and report on any matters arising.

Cllr Lewendon proposed and it was seconded by Cllr(A) Wilson and therefore **RESOLVED:** that the minutes of the meeting held on 26th November 2014 be signed as a true record subject to the following amendment:

To include Cllr Earth as present at the meeting.

Matters Arising

Minute No. 3 – Remembrance Parade – The Chairman reported that plans were underway to commence preparation for the parade earlier in the year with all stakeholders being involved.

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 reported on the December and January accounts and budgets – no issues and budget projected to be under-spent at year end.

The Chairman then asked the Finance Officer to report on the Internal Audit Report recently received (Agenda Item 8).

The Finance Officer summarised the issues raised as follows:

- Hanging Basket costs & income from Business Forum – Record as income & not netted off against expenditure.
- Tender for the Kiosk Build – Record acceptance of future Tenders in Minutes

- Reserves Balance – Relating to S106 contributions, Auditors adjustment made
- Lengthsman Scheme – Accounting technicality, funds should be held in Accruals
- VAT – Business Exempt calculations to be documented.

6. To receive any Finance and Policy matters referred from sub-committees

No referrals received.

7. To consider the following Grant applications

- The Victoria Rooms Trust

Following discussion of the application for grant towards cost of repairs, Cllr Fulford proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED:** that a grant would not be made to the Victoria Rooms Trust as policy that grant funds are not available towards repair costs, unless in exceptional circumstances. All in favour

8. To receive a report from the RFO on the Internal Audit Report

Dealt with under Agenda No. 5

9. To consider staff pay awards.

The Finance Officer reported on the recent pay award and gave details for Town Council Staff.

Cllr Lewendon proposed and it was seconded by Cllr Adams and therefore **RESOLVED:** that the National Pay Award be accepted by the Council. All in favour.

Items 10 & 11 omitted from Agenda.

12. To note any items of correspondence.

No items of correspondence received.

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

The Clerk reported on attendance at Cemeteries management training and the need to review process and charging relating to Stuckton Road Cemetery.

14. To note the date of the next meeting as Wednesday 25th February 2015.

Meeting closed at 8pm