

## FORDINGBRIDGE TOWN COUNCIL

### Minutes of a meeting of the Finance & Policy Committee held on Wednesday 29<sup>th</sup> October 2014 at 7.30 pm in the Town Hall, Fordingbridge

#### **Present:**

Cllr Connolly – Chairman

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

#### **In attendance:**

Mrs M Coatham, Finance Officer

Mrs H Richards, Town Clerk

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

No apologies received

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

Cllrs Perkins and Adams declared an interest in Agenda Item 5 Monies Collected and Payment of Accounts but both remained in the room.

#### **3. To confirm the minutes of the meeting held on 24<sup>th</sup> September 2014 and report any matters arising.**

Cllr Adams proposed and Cllr (A) Wilson seconded and it was **RESOLVED**: that the minutes of the meeting held on 24<sup>th</sup> September 2014 be signed as a true record.

#### **Matters Arising**

Minute No. 5 – Purchase of Sound Equipment for Town Hall – The Finance Officer advised that delivery was still awaited of the 2 Equalisers, this order will be cancelled and a refund sought.

#### **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 second payments had been received for the Precept and also for the Information Office agency. Two payments had also been received from Hampshire County Council but it is unclear what these relate to – refunds may be due.

The Finance Officer advised Members that there are no unexpected items within the budgets during the period and Budget Meetings had been held with the relevant Committees to discuss next year's budget provision. This will be discussed at the Finance and Policy Committee Meeting on 26<sup>th</sup> November 2014.

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

##### **Amenities – 15<sup>th</sup> October 2014**

- a) To agree a policy regarding the release of Balloons and Lanterns on Council Land.  
Following discussion Cllr Lewendon proposed and Cllr Paton seconded and it was therefore **RESOLVED**: to adopt a policy prohibiting the release of Balloons or Chinese Lanterns from Council owned or managed land.
- b) To consider terms of sale for the sale of Fishing Permits by the Concession Holder.  
Following discussion Cllr Lewendon proposed and Cllr (G) Wilson seconded and it was therefore **RESOLVED**: that the concession holder be paid 20% commission for the sale of Fishing Permits, sales to include daily and weekly permits only. The sale of Annual Resident permits to be retained by the Information Office.

**Staff & Remuneration 21<sup>st</sup> August 2014**

To clarify trigger point for incremental pay rises to commence for Information Office Staff. Following discussion it was proposed by Cllr Lewendon and seconded by Cllr Price and **RESOLVED** to accept the recommendation of the Staff & Remuneration Committee that Information Office Staff would receive the first incremental pay rise on the 1<sup>st</sup> April following completion of one year's service.

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

1<sup>st</sup> Sandleheath Sea Scouts – Members discussed the application and agreed that it was a worthwhile organisation, however the request for £600 was excessive.

It was proposed by Cllr (G) Wilson and seconded by Cllr Paton and **RESOLVED**: that a grant of £200 be given to 1<sup>st</sup> Sandleheath Sea Scouts.

A second proposal by Cllr Perkins that a grant of £100.00 be given was not seconded.

**8. To receive a report on the External Audit Report**

The Finance Officer reported that the main issue highlighted in the External Audit Report was that at the time of the Audit (31<sup>st</sup> March 2014), the Council did not have a Risk Register. This has been addressed and will be discussed under Agenda Item 9. The Report also noted the adjustment of figures required due to incorrect information contained in the previous year's Asset Register. The Internal Audit Report had highlighted a number of weaknesses, which have been addressed. The Report also required Developer Contributions to be listed as a creditor, even though the funds had been spent; this required re-statement of the accounts.

**9. To discuss and agree the Risk Register**

Draft Risk Register previously distributed to Members - The Finance Officer reported that this had been prepared following a requirement of the Audit Report. All financial risks are identified and the Register is to be reviewed annually.

Cllr Adams proposed and it was seconded by Cllr Perkins and **RESOLVED** that the Risk Register as prepared by the Finance Officer be accepted.

**10. To agree a Protocol for Recording and use of Social Media at Council Meetings**

Members discussed the draft Guidance Notes for members of the Public and raised concern over the practicalities of monitoring this. In particular the need to ensure that the wishes of those objecting to being filmed or recorded are complied with. It was **AGREED** that the Clerk would prepare a further draft of the document for discussion at the Finance and Policy meeting on the 26<sup>th</sup> November 2014.

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

The Clerk reported on the following items of correspondence

New Forest Disability Information Service – letter of thanks received for the grant payment of £150.00

Nigel Davis, Riverside Kiosk – Invite to Town Council to visit kiosk. Members proposed that this should be on 26<sup>th</sup> November 2014 at 6.30pm prior to the Finance & Policy Committee Meeting.

Cllr E Heron, Hampshire CC – Confirmation received of award of grant for £500.00 towards the provision of activities for children at the Christmas Light Switch on event on 28<sup>th</sup> November 2014.

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

Town Clerk - nothing to report

Remembrance Day Parade - The Mayor requested names of those wishing to attend the Church Service. The following members confirmed they will be attending, Cllrs Adams, Fulford, (G) Wilson, Anstey and Connolly. The Town Clerk confirmed that she will also be attending. Cllr Connolly confirmed that the Traffic would be management by members of the Rotary Club with assistance from Cllr Hale and the Town Clerk (& spouse).

Fordingbridge Websites – Cllr Connolly raised the management of the two Fordingbridge websites, the main Town Council one and also Visit Fordingbridge and requested agreement by Members to set up a working party to look at future plans for website management and development. The following members expressed an interest in joining the working party: Cllrs Connolly, (A) Wilson, Fulford, & Hale. Cllr Connolly also stated that this should also include at least one member of staff from the Information Office – Cllr Connolly to set up group.

Remembrance Service – Belgium – Cllr Anstey advised Members that he would require an additional wreath, to be taken to Belgium to attend the Memorial Service; at which time the Helmet of Col. Clementi would be handed to Fordingbridge Town Council. This will then be displayed in Fordingbridge Museum.

**13. To note the date of the next Finance & Policy meeting as Wednesday 26<sup>th</sup> November 2014 – this meeting will be to discuss the 2015/16 Budgets.**

The meeting ended at 8.40pm.