

FORDINGBRIDGE TOWN COUNCIL

Minutes of a meeting of the Finance & Policy Committee held on Wednesday 28th May 2014 at 7.30 pm in the Town Hall, Fordingbridge

Present:

Cllr Connolly – Chairman

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

In attendance:

Mrs H Richards, Town Clerk

1. To accept apologies for absence

There were apologies from Cllrs Perkins, Fulford, Price, & (A) Wilson & Mrs M Coatham, Finance Officer

2. To receive any Declarations of Interest

Cllr Adams declared an interest in agenda item 5, Payments of accounts

3. To confirm the minutes of the meeting held on 30th April 2014 and report any matters arising.

Cllr (G) Wilson proposed and Cllr Buchanan seconded and it was **RESOLVED**: that subject to the following change, the minutes of the meeting held on 30th April 2014 be signed as a true record:

Minute no. 3 – Matters Arising: Air Army Cadets – Cllr Connolly gave thanks to the Councillors who had attended the Air Army Cadets event on 2nd April 2014

Matters Arising

Grant Award Policy – the Clerk advised that the policy clarified the restrictions and no amendment was required.

Citizens Advice Bureau Grant application – the Clerk confirmed that the CAB had been requested to provide further details of spending but no response had yet been received.

Information Officer Risk Assessment – Cllr Connolly informed members that a meeting had taken place on 23rd May 2014 with Glynne Miles and Marie Dunkinson from New Forest District Council at which time it was agreed that additional resource was required plus the frequency of cash collections to be increased during the Parking Clock period in November to January. It was also agreed to investigate provision of an alarm system (linked to NFDC), a more robust, lockable cash storage facility. With regards to other safety issues, Cllr Connolly agree to request that the Museum unlock the garage door during opening hours of the Information Office. Cllr Connolly agreed to request that the Museum unlock the garage during opening hours of the Information Office and this was a means of escape and the provision of a more suitable access ramp would be investigated.

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

No matters were raised.

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

In the Finance Officers absence, The Clerk and the Chairman presented the report prepared by the Finance Officer:

Income and Expenditure:

Main expenditure first payment to M Castle for Kiosk Building – funds to be transferred from reserve account (Developer Contributions)

Income received from NFDC for VIC SLA (50% of contract value)

Budgets set up as precept (November 2013) – Chairman of Amenities and General Purposes requested to meet with Finance Officer to review budget headings.

Audit Report

Finance Officer has summarised main points from IAC internal audit. Need to be agreed by March 2015. The requirement for the Town Council to hold a TV licence was clarified – this is to enable live TV programmes to be screened. Finance Officer to attend General Council Meeting on 4th June 2014 to discuss the Audit Report.

Members discussed the Lengthsman's scheme and the Clerk advised members that the Assistant Clerk had met with Robert Heron on 22nd May 2014 and clarified the terms of the contract, particularly the need for reporting back to relevant parish when works completed and regular invoicing for completed works.

The Chairman reported that 2 outstanding debts needed to be written off. It was AGREED that details of the debts should be clarified at General Council on 4th June 2014 and that a Policy for writing off of debts was required.

6. To approve the Annual Return 2013/14 and discuss internal audit matters

Members considered the Annual Return and it was proposed by Cllr Lewendon and seconded by Cllr (G) Wilson and it was **RESOLVED:** that the Accounts for 2013/14 be accepted.

7. To discuss the review of inventory of land and assets including buildings and office equipment

Risk Register – Draft document being compiled for review along with asset register. Draft to be circulated at Finance & Policy Committee meeting in September.

8. To consider arrangements for insurance cover in respect of all insured risks

The Finance Officer is working on this to ensure the full cost involved in insured against. Members requested that the Risk of Loss of Data is investigated and it was AGREED that the Clerk would obtain information regarding off-site back-up.

9. To receive any Finance & Policy matters referred from sub-committees

Amenities – Concession Building Management - Meeting arranged for Thursday 29th May 2014 – Clerk to email minutes from meeting on 30th May 14.

Staff & Remuneration – Lone Worker Policy - Andy to advise work location daily & Town Clerk to ascertain chainsaw ownership and use.

10. To consider the following grant applications:

Victim Support – Members requested that the Clerk obtain further details of funds received from other organisations.

11. To conduct the annual review of the following policies:

Health & Safety Policy

Members to assess Policy and item to be placed on Agenda for the Finance & Policy Committee meeting on 25th June 2014.

12. To note any items of Correspondence

Rotary Club The Chairman reported on a letter received from the Rotary Club confirming their contribution towards the Christmas Lights and enclosing a payment of £3,300. The provision of the Catenary Wires was discussed as this was due to commence on 14th May 2014 and no notification had been received for the delay. It was AGREED that the Town Clerk would chase the Contractor.

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

Clerk - Nothing to report

Replacement Street Lighting Cllr Buchanan raised concern over the replacement of the historic lights (including posts) in the Town (particularly those in Church Street and surrounding area). The Clerk advised Members that she had spoken with the PFI team at Hampshire CC (today) who confirmed that there are no Listed Lamp Posts in Fordingbridge,

some of the existing heritage style posts would be retained but most would be replaced like for like. The first stage of this replacement would be new posts, with modern lamps – these lamps would subsequently be replaced with heritage style lanterns. It was noted by Members that the replacement would cause disruption to the positioning of the Hanging Baskets due to be carried out on Sunday 1st June.

Market Cross Cllr Buchanan raised a Health and Safety concern regarding the infill block used for the Cross positioned on the Corner of the High Street and Provost Street. This would be investigated with Ian Newman.

Fordingbridge Signs & Flowers – This would be carried out as part of the overall Flower project commencing on 1st June.

Football 6 a side Tournament – Cllr Anstey reported that a successful 6-a-side tournament had been held in the recreation ground on Sunday 25th May. However he expressed concern that rubbish had been left both on the Recreation ground and within the pavilion and that the Club had charged a Car Parking Fee of £3.00 to park in the recreation ground and including a programme. It was AGREED that the Town Clerk would write to the Club.

LCPD Effective Communication Course – 18th June 2014 – Cllr Connolly advised the meeting that he would be attending the course with the Town Clerk.

14. To note the date of the next Finance & Policy meeting as Wednesday 25th June 2014.

The meeting ended at 9.00pm.