

FORDINGBRIDGE TOWN COUNCIL

Minutes of the Finance & Policy Committee held on Wednesday 29th May 2019 at 7.30pm in the Victoria Rooms (Minutes subject to approval at the next meeting of the Committee)

Present: Cllr Adams - Chairman
Cllrs Anstey, Earth, Hale, Jackson, Lewendon, Moulard, Paton, & Wilson

In attendance: Mr P Goddard, Town Clerk
Mrs M Coatham, Finance Officer (RFO)

1. To elect a chairman

Councillor Paton proposed and it was seconded by Cllr Hale and therefore **RESOLVED** to elect Cllr Adams as chairman of the Finance & Policy Committee. There were no other proposals. All in favour.

2. To elect a vice chairman

Councillor Earth proposed and it was seconded by Cllr Moulard and therefore **RESOLVED** to elect Cllr Lewendon as vice chairman of the Finance & Policy Committee. There were no other proposals. All in favour.

3. To receive any apologies for absence

Apologies were received from Cllr Goldsmith, Perkins and White

4. To receive any Declarations of Interest

The following declarations of interest were made:

Cllrs Adams declared a pecuniary interest in item no. 5 Monies Collected and Payment of Accounts as a supplier to the Council and would remain in the room but not speak or vote.

5. To confirm the minutes of the meeting held on 24th April 2019 and report any matters arising

Cllr Paton proposed and it was seconded by Cllr Hale and therefore **RESOLVED**: that the minutes of the meeting held on the 24th April 2019 be signed as a true record. All in favour.

Matters Arising

- Minute no. 3 – Skate Park: The RFO reported that the grass on the banks of the skate park had improved but that the banks would need to be reseeded in the Autumn.
- Minute no. 3 – Play Equipment: The Town Clerk advised that an offer of £500 for the non-wooden play equipment had been accepted and that it should be installed by the end of June.
- Minute no. 8 – Rates: The RFO advised that the rates had been refunded for both the Town Hall and the Information Office.
- Minute no. 11- Christmas Lights: The RFO that she was still awaiting comments from the lights contractor and the representative from the Business Forum regarding the draft press statement but now the election has passed the Town Council can proceed with issuing the press statement.
- Minute no. 13 – Playscheme: The RFO advised that she was liaising with the Playscheme manager regarding the provision of information in relation to the Playscheme. The Playscheme will be at the infant school this year the RFO is liaising with the Playscheme manager regarding the provision of one-to-one's this year.

6. To receive any matters raised by Members of the Public

No matters raised.

7. To receive details of Monies Collected & Payment of Accounts

See Appendix A for the Finance Officer's summary of the May 2019 accounts. The RFO advised that she had updated the schedule previously circulated to members to include the first bill from the Town Hall contractors, K&B Building, which needs to be paid on 3rd June 2019. Sheerin Bettle, architects and the Town Council's buildings manager had both approved the payment.

Income: The RFO noted the VIC lease payment and the income received from burials.

Expenditure: non-regular items include:

- John Slatem, the IT contractor engaged to assist with the office move.
- Bennington Green, the party wall surveyor's invoice, which the Town Clerk was to comment on further.
- Sheerin Bettle's agreed fee regarding the Town Hall work.
- An additional insurance payment of £560 required for the Town Hall work.
- The hanging basket testing. Cllr Adams confirmed that he had received a letter regarding hanging baskets for the shops this year. **Action: The RFO to follow up with Scentsational Plants regarding the provision of hanging baskets and getting them hung on the Council's lamp posts.**
- Matt Bright for guttering work at the Pavilion and the repairs to the paddling pool paving.
- The reimbursement of rates. The RFO advised that members might consider the Town Council staff not moving back to the Town Hall after completion of the Town Hall works and whether the Town Hall should be rented out.
- The internal audit was completed yesterday.

The Town Clerk advised that an invoice had been received from Bennington Green that was considerably higher than their initial estimate. The Town Clerk has requested a detailed break down of the bill and is to raise concerns regarding the higher cost and the service provided given it did not result in a agreement being put in place between the Town Council and the owners of the adjoining properties.

The RFO advised members of the change in copiers which should result in lower charges going forward. The change in copiers had been approved by Cllr Adams.

Cllr Paton enquired about the proposed reworking of the Town Hall layout. The RFO advised that consideration had been given to undertaking this work at the same time as the Town Hall remedial works but to do it at the same time may have delayed undertaking the required remedial works.

Cllr Wilson proposed and it was seconded by Cllr Anstey and therefore **RESOLVED** to approve the May 2019 accounts. All in favour.

8. To receive a report following Internal Audit (annual accounts 2018/2019)

The RFO advised that the internal audit had taken place on 28th May 2019 but that the internal auditors report had not been received yet.

The RFO advised that there were some minor point coming out of the audit: The AGA return had been signed off but only at Finance & Policy; the year end bank reconciliation needs to be signed off by the chair of Finance & Policy; the petty cash reconciliation needs to be signed off by the Town Clerk or chair of Finance & Policy; the skate park contract value needs to be minuted (as does the Town Hall work) - The Skate Park contract value was £130,000; electronic payment authorisation needs to be reviewed with ideally a two stage payment approval being put in place and standing orders may need amending if the Town Clerk is to approve electronic payments.

Action: The RFO to bring a proposal to members regarding payment authorisation.

9. To consider grant applications under Section 137

None received

10. To receive a report on the Town Hall building works and borrowing

The Clerk reported that the work on the Town Hall schedule was running to schedule. The clock was being removed today and the main work was to commence next week following completion of the scaffolding.

The PWLB application had been submitted and HALC had provided their comments regarding the application. HALC advised that the cashflow in support of the application needed to be presented differently and further evidence needed to be provided regarding consultation.

Cllr Adams proposed and it was seconded by Cllr Paton and therefore RESOLVED: to minute the value of the contract awarded to K&B Builders for the Town Hall work at £167,000 and the contract awarded to Maverick for the Skate Park at £130,000. All in favour.

11. To receive a report from the Clerk about the Sports Pavilion

The RFO advised that Cllrs Anstey, Mouland, the Town Clerk and the RFO had met with the NFDC, the RFU and the FA to discuss improvements to the Pavilion. The RFO had provided drawings previously produced for the Town Council to the NFDC but the NFDC had been unable to produce updated drawings. The RFU and the FA may be able to provide additional funding if the updated design meets their respective requirements. Cllr Mouland is arranging for a contact to supply updated drawings. The RFO advised that there is just over £100,000 of S106 funds that has been reallocated to the Pavilion which will need to be utilised within the next twelve to eighteen months. The RFO advised that the sports clubs that used the Pavilion would be consulted regarding their requirements once initial drawings had been produced.

12. To note any items of correspondence

The Town Clerk reported that correspondence had been received from Victim Support thanking the Council for the £100 grant.

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

The RFO updated members regarding the proposed open space consultation. Poster will be put up next week once the consultation email address has been set up and a questionnaire has been drafted. Cllrs discussed opportunities to distribute the questionnaire and also to engage with residents by taking a pitch at the Summer Festival.

The RFO advised that the Skate Park official opening was taking place on 1st June 2019 and that Cllr Anstey would be thanking those who assisted with the project.

The RFO advised that, having considered other options, Portaloos would be hired for the period that drainage work is undertaken on the toilets at the kiosk at a cost of £180 plus VAT. The Town Clerk advised that, in addition to the groundsman, the caretaker was cleaning the toilets at the kiosk over the Summer months while the Town Hall was closed for remedial works.

Cllrs discussed having additional toilets accessible to member of the public at the Pavilion.

The RFO advised that the boiler at the bungalow needed replacing. One quote had been obtained already and the RFO was obtaining further quotes.

Cllr Anstey advised that the Fordingbridge Choral Society was seeking a grant or sponsorship from the Town Council. The Town Clerk advised that he believed an application will be received prior to the next Finance & Policy committee meeting.

14. To note the date of the next meeting as 26th June 2019

The meeting closed at 8:26 p.m.