

## **FORDINGBRIDGE TOWN COUNCIL**

### **Minutes of the Finance & Policy Committee held on Wednesday 26<sup>th</sup> August 2020 at 7.30pm**

held remotely using appropriate technology in accordance with The Local Authorities and Police and Crimes Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 4th April 2020

**(Minutes subject to approval at the next meeting of the Committee)**

**Present:** Cllr Adams – Chair;

Cllrs Anstey, Earth, Goldsmith, Hale, Lewendon, Moulard, Paton, Perkins, White & Wilson

**In attendance:** Mr P Goddard, Town Clerk  
Mrs M Coatham, Finance Officer (RFO)  
A representative from the Salisbury Journal  
Two members of the public

#### **1. To receive any apologies for absence**

Apologies received from Cllr Jackson.

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

The following declarations of interest were made:

Cllr 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.

#### **3. To confirm the minutes of the meeting held on 29<sup>th</sup> July 2020 and report any matters arising**

Cllr Paton proposed and it was seconded by Cllr Earth and therefore **RESOLVED**: that the minutes of the meeting held on the 29<sup>th</sup> July 2020 be signed as a true record. All in favour.

Matters arising:

*Agenda point 12 – Cllr Wilson advised that there had been comments posted on social media regarding the leasing of lights and the cost of the Christmas Lights*

**Action point: Clerk to post information to clarify the position re the lights**

#### **4. To receive any matters raised by Members of the Public**

No matters raised.

#### **5. To receive details of Monies Collected & Payment of Accounts**

The RFO provided her report for August and asked whether Cllrs had any questions. No questions were raised. Cllr Paton proposed and it was seconded by Cllr Goldsmith and therefore **RESOLVED**: to approve the Statement of Payments and Report. All in favour.

#### **6. Update on the old Toilet Block lease**

The Clerk told Cllrs that the architects dealing with the Pavilion had advised him that in the event that there were issues with the proposed wrap around storage proposed for the Pavilion the architects could come up with an alternative solution that would not require the use of the old toilet block. A copy of the previous draft lease had been sent to a representative of the Men's Shed. Solicitors are ready to either amend the previously drafted lease or prepare a new lease for the block. The proposal for the block by the Men's shed is very different to proposal for the block previously received from the rugby club where it would have just been used for storage and only required lighting. The representative from the Men's Shed had been asked for a proposal regarding lease terms and duration and he hoped to come back with a proposal before the General Purposes committee meeting on 16<sup>th</sup> September 2020. The representative from the Men's Shed questioned what budget the Council had previously allocated for the block and advised that the proposed work had been costed and they are considering a number of options. Cllr Wilson suggested that this project was very different to the work that had been proposed by the rugby club and the two were not comparable. The representative from the Men's shed advised that they were meeting next week to go through the draft lease to identify changes that might be required and that the group would

come back to the Council with a proposal. Cllr Anstey commented that the new proposal for the block was very different to the rugby club's proposal which just involved stripping out the building and having electricity to supply a light. With the current proposal a metered electricity and water supply may be required. Cllr Adams said this detail and the matter of insurance could be dealt with in a new lease. Cllr Anstey advised when Hampshire County Council was looking to convert the building for use for a youth group the estimated cost of work was £30,000 and the attraction of the rugby club proposal was that it could use labour from club members to reduce costs but in all likelihood the cost of converting the building for use by the Men's Shed was unlikely to be cheap. The representative of the Men's Shed advised, like the rugby club, the group would be able to provide labour. The RFO advised that if the Council decided to provide any funding and it was felt that this should come from CIL then the Council's policy is that applications for contributions would be considered in October and April.

#### **7. To consider grant applications under Section 137/CIL**

- Avonway

Cllr Wilson commented on the CIL regulations and also the CIL policies adopted by other councils and the implications regarding use of CIL. She questioned whether utilising funds for Avonway's roof met the criteria for CIL use. Cllr Anstey suggested that residents of the new development would use Avonway and its facilities. The Clerk said that Avonway had not yet made a formal application for funding and more general consideration should be given as to where, if it was deemed appropriate, the funding might come from, whether that was CIL or a s137 grant. If it was CIL, applications would be considered in October and a presentation would need to be made to the Council. Cllrs Adams and Wilson both agreed a form for the application would need to be created and Cllr Adams felt the existing s137 grant application form could be modified for this purpose. Cllr Wilson said any application should be supported by a set of current accounts. The RFO said we know the cost of Avonway's roof was around £46,000 but there has been no application, the Council has not seen recent accounts, does not know what other sources of funding had been sought or how much Avonway was asking for. The principle of this meeting was to discuss where any funding, if deemed appropriate, would come from and she did not believe it could come from s137 funds, particularly at the levels that Avonway may be looking for. Regarding CIL the RFO has written to one of the trustees of Avonway advising him of the October deadline and the fact that supporting information and a presentation to the Council would be necessary. Cllr Wilson would like a clear view from the NFDC regarding its stance on the use of CIL funds. Cllr Paton said the Council should also look at the other projects identified by the Council and whether CIL funds should be used for them. Cllr Wilson queried whether security at the Recreation Ground could be funded by CIL funds. Cllr Adams said an application for CIL funds should be formally made and properly supported just as the Council expects with other funding applications.

#### **8. To receive any Finance & Policy matters referred from sub-committees**

- None

#### **9. To consider a request for use of the Recreation Ground pitches**

A representative from the football club had asked the Clerk whether there might be some dispensation regarding the cost of using the pitches. The football club had waived some costs to members to encourage their return following the easing of Covid restrictions. The Clerk is awaiting a formal proposal so this item should be deferred until the next meeting of the Finance & Policy committee.

#### **10. To receive a report on building matters:**

- Town Hall – revised plans for review

The Clerk advised that the architects had submitted the plans for the Town Hall to the NFDC planning department for pre application advice in order to get the views of the conservation officer.

- Changing rooms update

The Clerk advised that the Building Regulations application has been submitted to the NFDC and the fee paid. Based upon the informal advice of the NFDC planning officer regarding permitted development rights and the positive comments from the NFDC when pre-application advice was sought, the architects are confident that the Town Council can proceed to go out to tender for the

work. The architects are also confident that if there were any issues regarding the proposed storage then alternative solutions could be found without needing to use the Old Toilet Block building. The architects have now received from the structural engineers the information that they need and have updated the technical drawings. There is now a full set of tender drawings. The Buildings Manager and the architect at BrightSpace are due to speak regarding the form of contract to use for the work. The Buildings Manager is updating the schedule of works and costings based upon the final tender drawings. The pre-commencement asbestos survey has been booked for 1<sup>st</sup> September. The Clerk has discussed a timetable to go through the tender process and commence the works towards the end of October with both the rugby and football clubs. Both clubs are happy to proceed rather than defer the work. It is hoped to formally go out tender and put the work on contracts tender within the next few days.

#### **11. To receive an update regarding the Christmas Lights**

The Clerk advised that the contract had been entered into with Sparkx for the provision of Christmas lights. Based upon the feedback of Cllrs light designs have been chosen, with one style needing to be changed due to the likely hanging height of the display. The Clerk also reported that a pole for the festoon lights had been removed by a contractor working on a site at Roundhill but the Clerk had met with the developer who has agreed to reinstate the pole. A member of the public asked what happened to the old lights and why are the Council getting new lights. The Clerk advised that the previous contractor had told the Town Council that there was no longevity to the existing lights and they would only serve the purpose for the next year or so. There were increasing costs to maintain the existing lights both in preparation for putting them up and once they were hung. The costs for the lights this year including the leasing cost was in line with the Town Council's budget and similar to the cost of the previous year and it is a fixed cost to the Council. At the end of the three years the leased lights could be purchased, or a new lease could be entered into for a new set of lights so the Christmas lights in town could evolve over time. Cllr Anstey commented that it was reassuring that the contractor had quickly identified the issue regarding the hanging height of the lights.

#### **12. CIL Expenditure: progress update and to agree allocation of responsibility**

The RFO had provided a schedule for the projects identified by the Council (some of which cannot be funded using CIL) with a timetable and suggested that individual projects could be allocated to specific Cllrs to work towards in conjunction with the office staff. The projects on the forward plan may have to be funded from other sources such as grants or with contributions from the NFDC. Cllr Mouland asked to be allocated the Recreation Ground car park. Cllr Lewendon said he would take on the bus shelters. Cllr Wilson asked to be allocated the allotment pumps. Cllr Wilson asked if there was a project on an area that both the Town Council and the NFDC have an interest whether the NFDC could be asked to contribute as well.

**Action: Clerk to contact the NFDC to ask if they would contribute from their CIL towards capital projects.**

Cllr Paton asked to be allocated security at the Recreation Ground. Cllr Hale asked to be allocated the footpaths in the Memorial Garden. Cllr Earth said she would like to take on responsibility for the Men's Shed. Cllr Wilson would like to take on improving Roundhill. Cllr Wilson would like to take on responsibility for a Pensioner Playground. The RFO said she would update the report and circulate it in advance of next month's meeting.

#### **13. To approve the following policies:**

- Street Naming Policy

The RFO advised that the policy was in line NFDC policy and with the proposals discussed at F&P in July. Cllr Wilson proposed and it was seconded by Cllr Goldsmith and therefore **RESOLVED**: to approve the Street Naming policy. Ten voted in favour and one abstained.

#### **14. To note any items of Correspondence**

No correspondence to note.

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

The Clerk had nothing further to report over the matters covered by the specific agenda points.

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**16. To note the date of the next meeting as 30<sup>th</sup> September 2020**

The meeting closed at 8:16 pm