

FORDINGBRIDGE TOWN COUNCIL

Minutes of the Finance & Policy Committee held on Wednesday 27th January 2016 at 7.30pm in the Town Hall (Minutes subject to approval at the next meeting of the Committee)

Present: Cllr Connolly - Chairman
Cllrs Adams, Price, Anstey, Hale, Earth, Fulford, Perkins & Paton

In attendance: Mrs H Richards, Town Clerk
Mrs M Coatham, Finance Officer

1. To receive any apologies for absence

Apologies were received from Cllrs Wilson & Lewendon

2. To receive any Declarations of Interest

The following declarations of interest were made:

Cllr Adams & Cllr Perkins both declared an interest in Agenda item 5, Monies collected & Payment of Accounts as suppliers to the Council – both remained in the meeting but did not speak or vote on this item.

3. To confirm the minutes of the meeting held on 25th November 2015 and report any matters arising

Cllr Anstey proposed and it was seconded by Cllr Price and therefore **RESOLVED**: that the minutes of the meeting held on the 25th November 2015 be signed as a true record. All in favour.

Matters Arising

Minute No. 3 – Risk Assessment – The Finance Officer advised of the urgency to complete the Risk Assessments, Health & Safety Officer requested a full list of tasks undertaken by the Groundsmen within the workshop. Clerk to request.

Minute No. 9 – Precept Request – Agreed by General Council on 6th January 2016 in the sum of £183,197.00

Minutes No. 13 – Revised Lease agreement accepted by Tenant.

4. To receive any matters raised by Members Of the Public

No members of the public present.

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

The Finance Officer summarised the accounts for December and January. Advice was given regarding potential unexpected expenditure required for repairs to the Town Hall Roof & projections for a slight overspend on the Amenities budget mainly due to unexpected kiosk expenses and a reduction in income.

Looking forward, the Finance Officer reported that the announcement to increase the minimum wage from the 1st April would not affect the Council as all employees were already exceeding this rate of pay. The Insurance Claim following the workshop break in had been submitted with original receipts for stolen items required and 2 quotes for replacements – it was highlighted that the Council were under-insured and this would need to be raised next year. A decision regarding which items to replace would be made in the near future following discussion with the groundsmen.

Cllr Paton entered the meeting during this item

6. To receive the Interim Audit Report

The Finance Officer summarised the Interim Audit report and members noted the following items:

- Staff Contracts – Review & standardise
- Information Office Staff – Contracted Hours/Timesheets/Leave Calculation
- Debtors – Monies received from Hampshire CC – Finance Officer to clarify
- VAT – Bookings of Town Hall
- Petty Cash – Reconciliation
- Data Input Error – Corrected
- Unreconciled Bank entries – completed
- VAT – Ticket Sales
- Lengthsman Scheme - Reconciliation
- External Auditors Comments

The Chairman gave thanks to the Finance Officer for her work to prepare for the Audit and diligence throughout the year to ensure issues do not arise.

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

- **Amenities Committee – Tree Maintenance contract**

Cllr Connolly proposed and it was seconded by Cllr Price and therefore **RESOLVED**: that the quote in the sum of £1190.00 from Avon Tree Care be accepted. All in favour.

8. To note any items of correspondence

Feasibility Report Pavilion - the Finance Officer advised that the report had been received however further details have been sought regarding costings for refurbishment of the existing building. The Finance Officer advised that upon receipt of the additional information, an emergency meeting is required with the Sports Club to discuss if the project is viable.

The Clerk reported on the following items of correspondence:

Angus Scully – Thanks for community services award (£50)

Royal British Legion – Thanks for £75.00 donation (poppies/wreaths)

Westacres Residents Association – Request for £200 towards grounds maintenance costs (agreed summer 2015)

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

Nothing to report.

10. To note the date of the next meeting as Wednesday 24th February 2016

The meeting closed at 8.20pm