

FORDINGBRIDGE TOWN COUNCIL

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

Present: Cllr Connolly – Chairman
Cllrs Lewendon, Price, Anstey, Earth, Wilson, Fulford & Paton

In Attendance: Mrs H Richards – Town Clerk

1. To receive any apologies for absence

Apologies were received from Cllrs Perkins and Adams together with Mrs M Coatham, Finance Officer.

2. To receive an declarations of interest

No declarations of interest received.

3. To confirm the Minutes of the meeting of the Finance & Policy Committee held on 30th March 2016 and report any matters arising.

Cllr Anstey proposed and it was seconded by Cllr Wilson and therefore **RESOLVED:** that the Minutes of the meeting held on 30th March 2016 be signed as a true record.

There were no matters arising.

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 Chairman summarised the report prepared by the Finance Officer (written report distributed to Members). The following items were noted from the accounts:

Income – Grant and precept for 2016/17 – 50% received from New Forest DC; £1404 received for CIL, it was also noted that a small income had been received from the Information Office from photocopying (following the closure of Harrisons, the VIC has seen an increase in photocopying requests)

Expenditure – New Forest Farm Machinery bill, money will be reclaimed from insurance; first cemetery grass cutting bills received, slight increase; works undertaken at Cemetery to replace gate post which had been knocked down, specialist equipment required to remove, carried out by Odd Job Man; urgent skate park repairs undertaken by M Grimes further works will be required which will be reported to the Amenities Committee in May. Planning Application submitted (fee £97.50) and quote accepted from Earlcote for new fencing and gate in the Memorial Gardens (£5071); Plants purchased for new flowerbed in Memorial Garden; quote received for ongoing regular maintenance for gutter/gulley clearance at the Town Hall this will be reported to General Purposes Committee in May.

Members noted that the Internal Audit will take place on Friday 10th June 2016.

Cllr Paton joined the meeting during Agenda Item 5.

6. To receive an update on the Transparency Code - Procurement

Following the Finance Officer and Town Clerk's attendance at a procurement training event on 20th April, salient points relating to the transparency code were noted, most importantly

that the Council must use Contract Finder for works over £25,000 and it is recommended that it is used for all contracts over £10,000 – for contracts that are over a fixed term and which attract several regular payments, the total sum of a contract is used rather than one payment – for example the total contract sum of a 3 year contract not the annual payment. The Council needs to publish more financial data on the website to comply with the Transparency Code.

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

No matters referred from sub committees.

8. To conduct an annual review of the Section 137 Grant Application Policy

Members discussed the issuing of grants and agreed the following:

- Need to spend money budgeted (by increasing number of applications rather than increasing the amount given to each applicant)
- Burgate School should instigate applying to the Council to fund “prizes” for special projects – need to ascertain whether Council able to fund this
- The Council should introduce funding rounds and deadlines for applications rather than apply at any time – there should be at least 2 funding rounds per year.

Cllr Lewendon proposed and it was seconded by Cllr Paton and therefore **RESOLVED**: that the Section 137 Grant Application Policy be adopted, unchanged from previous year.

Cllr Hale enquired if the receipt of funds from the former Friends of Fordingbridge Hospital would preclude a group from applying for a grant from the Council – Members agreed that as many applicants apply for funding from other sources, this should not prevent the group applying to the Council.

9. To consider the following Grant Applications

No applications received during the month.

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

- **Complaints Procedure** – Cllr Lewendon proposed and it was seconded by Cllr Hale and therefore **RESOLVED**: that the Complaints Procedure be approved.
- **Freedom of Information Publication Scheme** – Cllr Hale proposed and it was seconded by Cllr Anstey and therefore **RESOLVED**: that the FoI Publication Scheme be approved
- **Data Protection Policy** – Cllr Wilson proposed and it was seconded by Cllr Anstey and therefore **RESOLVED**: that the Data Protection Policy is approved.
- **Press & Media Policy** – Cllr Fulford proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: that the Press & Media Policy is approved. It was noted that the numbering is incorrect on Annexe 1 of the Policy.
- **Recording & Use of Social Media at Council Meetings** - Cllr Lewendon proposed and it was seconded by Cllr Wilson and therefore **RESOLVED**: that the Recording & Use of Social Media at Council Meetings Policy is approved.

11. To note any items of correspondence

The Clerk reported that a letter of thanks had been received from Sandleheath Sea Scouts for the grant awarded.

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

Nothing to report from the Clerk and no other business.

13. To note the date of the next meeting

Due to the unavoidable absence of the Finance Officer, the Clerk requested that Members consider a request to swap the next scheduled meeting of the Finance & Policy Committee on the 25th May 2016 with the General Council meeting on the **1st June 2016** – Members AGREED the change.

The Chairman requested that this amendment is advertised well and interested parties notified in advance (County and District Councillors).

The meeting closed at 8.05pm