

## **FORDINGBRIDGE TOWN COUNCIL**

### **Minutes of the Finance & Policy Committee held on Wednesday 28<sup>th</sup> October 2015 at 7.30pm**

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

#### **Present:**

Cllr Connolly – Chairman

Cllrs Adams, Price, Lewendon, Paton, Anstey, Fulford, (A) Wilson, Earth, Hale & Perkins

#### **In Attendance:**

Mrs H Richards – Town Clerk

Mrs M Coatham – Finance Officer

#### **1. To receive apologies for Absence**

Apologies were received from Cllr (G) Wilson

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

Cllrs Adams declared an interest in Agenda Item No 5 Monies Collected and Payment of Accounts as a supplier to the Council but remained in the meeting but did not speak or vote.

#### **3. To confirm the minutes of the meeting held on 30<sup>th</sup> September 2015 and report on any matters arising**

Cllr Lewendon proposed and it was seconded by Cllr Anstey and therefore **RESOLVED:** that the Minutes of the meeting held on 30<sup>th</sup> September 2015 be signed as a true record. All in favour

#### **Matters Arising**

##### **Minute No. 3**

- Groundsman's bungalow, further discussions with potential contractors regarding replacement of soffits and fascias, replacement not an option so redecoration required – further quotes awaited.
- BT Invoice, Still ongoing dispute
- Hanging Baskets, 3 payments still outstanding
- Play Area Enhancement – Works completed and S106 funds received from New Forest DC
- Town Hall Roof, Contractor has advised that works will start week commencing 2<sup>nd</sup> November 2015.

##### **Minute No 5**

- Memorial Gate Refurbishment – Works completed to railings (stonework requires professional cleaning)
- Turks FC, discussions ongoing regarding payments for pitch hire

##### **Minute No. 6**

- Roundabout repairs – awaiting clarification of order
- Portaramp received and available for use at Information Order

**Minute No. 8**

- Risk Assessments, Cllr Anstey advised that due to time commitments required for planning matters over the past month, he has been unable to meet with the Assistant Town Clerk to discuss the assessments. Further discussion regarding safe working practice for use of ladders.

**Minute No. 9**

- Christmas Lights, following further discussion with the existing contractor, revised quote awaited for provision for 2016.

**Minute No. 10**

- Floodlights, The Clerk reported on a recent meeting between Fordingbridge Rugby FC (FRFC), The Rugby Football Union (RFU), Hampshire RFU (HRFU) and the Town Council at which time details were given of the requirements for RFU Grant Funding (including lease of pitch to Rugby Club), specification of lights, positioning and timeline for grant application and potential project delivery. The Clerk confirmed that a report would be prepared for presentation to General Council on 4<sup>th</sup> November 2015.

**4. To receive any matters received from Members of the Public**

No members of the public present.

**5. To receive details of Monies collected and Payment of Accounts**

The Finance Officer summarised the accounts over the past month including final payments relating to the Kiosk building project and replacement of some skate park lights.

With regard to the budgets, the Finance Officer reported that although at present it was not expected that the General Purposes would be overspent, this was reliant on the extent of any further roof repairs required following completion of the gutter repairs. The Finance Officer reported that the Annual review of the Kiosk Lease had taken place and that discussions were ongoing - outcomes would be reported to a future meeting. Staff costs are lower than budgeted due to reduction of hours by the Groundsman, employment of an Apprentice would be considered for next years budgets.

Provision of a rat trap was queried – the Finance Officer clarified that this was in relation to the Memorial Bungalow.

**6. To discuss the Pavilion and the way forward**

The chairman précised the position on the project to replace the Pavilion and Sports Club, confirming that sufficient funds could not be raised for the original re-build. The existing changing facilities are not fit for purpose and therefore must be replaced or upgraded and following discussion, the issue and need for seeking professional advice was discussed at General Council on 7<sup>th</sup> October 2015 – at that time Members requested that further information of details that would be provided in a feasibility report. Concern was raised over the cost of seeking professional advice and whether further quotes should be sought. The Clerk confirmed that the Financial Regulations do not require this for spends of this amount and that the Council must move this project forward. It is essential that the project is programmed to be undertaken out of the playing seasons and maximum closed season would be essential.

Cllr Adams proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED:** that PSD Ltd are commissioned to prepare a feasibility report for the options available for replacement or refurbishment of the Pavilion (& Sports Club) at the Recreation Ground. All in favour

Town Council to specify requirements and PSD to give costings and drawings of options available.

**7. To receive a report from the Clerk or any other business**

The Clerk reported on an item of correspondence received from New Forest Disability thanking the Town Council for the grant received of £100.

The Chairman then reported on the Gate magazine (produced by Avonway Community Centre) and requested that Members consider placing a regular monthly article in the magazine. This would be in line with previous agreement to communicate with the community.

*The Finance Officer left the meeting*

Following discussions and a request to also publish information in the Parish magazine and on the Council website, the Chairman advised that he would work with the Clerk to produce monthly articles.

The Chairman reported on an invitation by Ringwood Town Council to judge the Christmas Window Display competition.

**8. To note the date of the next meeting as Wednesday 25<sup>th</sup> November 2015 – this is the annual budget meeting**

The meeting closed at 8.22pm