

## FORDINGBRIDGE TOWN COUNCIL

### **Minutes of the Finance & Policy Committee held on Wednesday 30<sup>th</sup> March 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, Wilson, Lewendon & 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 Earth, Perkins & Fulford

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

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

#### **3. To confirm the minutes of the meeting held on 24<sup>th</sup> February 2016 and report any matters arising**

Cllr Wilson proposed and it was seconded by Cllr Price and therefore **RESOLVED**: that the minutes of the meeting held on the 24<sup>th</sup> February 2016 be signed as a true record subject to the following amendment:

Minute No. 5 - .....advising that following a ~~high~~ Electricity bill .....

#### Matters Arising

Minute No. 6 – No confirmation had yet been received regarding Grant Funding for the Summer Play scheme

Minute No. 10 – The chairman advised that following the information evening, a formal planning application was due to be submitted shortly.

#### **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 March and members noted the payment received from U3A was an annual payment for hall hire and a donation had been received from the Fordingbridge Entertainment Society for improvements to the Town Hall.

On expenditure, reimbursement is due for the recent supply of a memorial bench – the Finance Officer advised that the Clerk would prepare a report regarding the need for a “contract” and policy regarding memorial benches which should detail a term for provision and responsibility for maintenance.

The cost of purchasing replacement tools following the recent burglary would be reimbursed by the Insurance Company. Finally, the Finance Officer advised that both the boiler in the Pavilion and also the Memorial Bungalow had been serviced.

Cllr Anstey reported that a query had been raised by users of the skate park over whether the park was to be closed as no insurance cover – this rumour is unfounded. A further query had been raised by the tenant of the kiosk regarding the replacement lock.

The Finance Officer advised that final balances on budgets would change before the year end as there were still a number of outstanding invoices yet to be received.

Looking ahead to the new Financial Year from 1<sup>st</sup> April, the Finance Officer advised members of the following:

- 2% increase in cost of emptying dog waste bins (New Forest DC)
- From 10<sup>th</sup> May 2016 the Council would incur Bank Charges from Lloyds Bank
- Employee Pension Scheme – Dec 2015 – End of contracting out, this means Employees will pay higher National Insurance and Employer staff costs will rise.
- Audit - accounts to be submitted 30<sup>th</sup> June – Internal Audit visit scheduled for 10<sup>th</sup> June 2016

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

• **Amenities Committee 16.03.16 – Recreation Ground Hire Charges**

Cllr Anstey proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED:** to accept the recommendation of the Amenities Committee that the following charges for the hire of the Recreation Ground would apply from 1<sup>st</sup> April 2016

**Recreation Ground Hire charges w.e.f. 1<sup>st</sup> April 2016.**

*(prices include VAT where applicable)*

Clubs may agree a block booking rate with the Finance Officer if booked and paid prior to the start of the booking.

Charges unless block booked per session:

Football & Rugby Clubs	£50.00
Juniors	£25.00
Training	£25.00
Whippet Track	£35.00 (day) £20 (evening)
Cricket	£50.00
Tournaments	£110 daily rate, £55 half day

Camping & Caravans – Up to 20 pitches, £100 per day/night. 20 or more £100 per day/night + £5 per pitch. (Price inclusive of use of the pavilion & showers).

Commercial use of the Recreation Ground - £250 per day.

Other events hire costs to be determined by the Finance & Policy Committee.

**Fishing Fees -**

Daily rate: Adult £5.00  
OAP/Under 16 yrs £2.50

Weekly Rate:  
Adult £15.00  
OAP/Under 16 yrs £7.50

Residents Annual Permit – **Proof of residency within Fordingbridge required**  
Adult £50.00  
OAP/Under 16 yrs £25.00

• **General Purposes Committee 16.3.16  
Burial Charges & Town Hall Hire Charges**

Cllr Connolly proposed and it was seconded by Cllr Hale and therefore **RESOLVED:** to accept the recommendation of the General Purposes Committee that there would be no increase in the charges for the hire of the Town Hall or in the Burial Charges – the length of Term for the purchase of Exclusive Right of Burial would be reduced from 75 years to 30 years (with the option to renew after 30 years) with effect from 1<sup>st</sup> April 2016.

## 7. To consider the following Grant Applications

- **1<sup>st</sup> Sandleheath Sea Scouts**

Members considered the above grant application from an organisation whose members are from Fordingbridge and the surrounding parishes - Cllr Connolly proposed and it was seconded by Cllr Adams and therefore **RESOLVED**: that a grant of £250.00 is paid to the 1<sup>st</sup> Sandleheath Sea Scouts

The chairman then brought forward Agenda Item 9 to allow the Finance Office to prepare papers for Item 8.

## 9. To note any items of correspondence

The Clerk reported on the following items of correspondence:

Avon Valley Dementia Pals – Letter of thanks for £300 grant.

New Forest CAB – Letter of thanks for £350 grant

Hampshire County Council – Letter from P Eade, Highways Manager informing parishes that the Parish Lengthsman Scheme will be funded for the year 2016/17. New reporting systems are in place for Lead Clerks to record works undertaken by the Lengthsman on HCC Rights of Way.

## 8. To review the Risk Assessments for the following:

- **Town Council** - prepared by the Finance Officer this mainly relates to financial and operational risks to the Council.

Cllr Lewendon proposed and it was seconded by Cllr Anstey and therefore **RESOLVED**: that the Town Council Risk Assessment be approved.

- **Cleaner/Caretaker )**
- **Office Based Staff ) Further review required**
- **Town Hall )**
- **Workshop** – The Health & Safety Officer has reviewed this Risk Assessment however as several issues have been identified which require resolution the Assessment cannot be approved.

Following the recent theft of equipment, the Council are considering replacement (or not) of some of the items, this will have a direct effect on the working practices of the Groundsmen and further amendments will be required.

Members agreed that those Risk Assessments not approved should be completed and reported to Finance & Policy Committee at its meeting on 27<sup>th</sup> April 2016.

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

Nothing further to report.

The Finance Officer reported on the draft proposals circulated to members in relation to a review of the Committee Structure – the Chairman requested that Members review the documents and bring comments to the Finance & Policy Committee in April. The Clerk advised that Terms of Reference and best practice for remaining Committees would also be reviewed, including dealing with items relating to an individual Member or items for which a Member declares an interest.

The Finance Officer advised that she would be on leave for the following 2 weeks so no payments will be made during this time. The Finance Officer also advised Members that a new memorial flower bed would be placed in the Memorial Gardens and volunteers are needed to remove surface stones from the flower beds.

## 9. To note the date of the next meeting as Wednesday 27<sup>th</sup> April 2016

The meeting closed at 8.50pm