

FORDINGBRIDGE TOWN COUNCIL

**Minutes of the Finance & Policy Committee held on Wednesday 25th October 2017 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, White, Wilson, Lewendon, 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 Cllr Earth

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 27th September 2017 and report any matters arising

Cllr Lewendon proposed and it was seconded by Cllr Anstey and therefore **RESOLVED:** that the minutes of the meeting held on the 27th September 2017 be signed as a true record. All in favour.

Cllrs Perkins & Paton joined the meeting

Matters Arising

Minute No. 12 – Sufficient marshals have now been recruited to help with the Remembrance Parade.

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 (RFO) summarised the financial activity for October, noting the following items of income – Income from CIL and 50% from Rugby Club for block booking of pitches. The RFO advised that an email had been received from the Turks FC regarding block booking, which suggests that they do not have a clear understanding of the block booking rules.

Action: RFO/Clerk to discuss Block Booking with Turks FC.

With regard to expenditure, a sample sign had been received from Blissford Signs (ahead of preparation of the large order for new signs at the Recreation Ground) in addition, CLoDesign had reproduced the Councils logo in several formats.

Expenditure was noted for the planting of the Flower Boxes (Town Signs) and following a discussion with Scent sational Plants, recommended that in future they are employed to plant up the boxes. In addition, the Clerk advised that the planters needed to be replaced, suggesting that recycled plastic moveable ones are used instead of wooden.

Action: Clerk/RFO to source new planters and instruct Scent sational.

Finally the RFO reported that Wreaths had been supplied by the British Legion for Armistice Day and Remembrance Sunday and suggested that the Council donate £75 for this. A cheque for £25 would also be raised for Refreshments at the Bowls Club on Armistice Day.

6. Audit 2017/18 – to include appointing the internal auditor and new external audit arrangements

The RFO reported on a recent meeting to introduce the new external auditor PKF. The Annual return would be sent out electronically this year but a hard copy is required to be submitted. Members were then asked to appoint the internal auditor for the year.

Cllr Connolly proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED:** that Kevin Rose would be appointed as internal auditor for 2017/18. All in favour.

The RFO advised that the 6 monthly internal audit visit was scheduled for 6th November 2017.

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

- **Amenities Committee 25/10/17 – Skatepark Tender**

Due to an Administration error, the Amenities Committee meeting did not place on 25th October 2017 and therefore no recommendations were received. The RFO gave an update on the project and informed members that 5 Tenders had been received by the closing date on 20th October 2017. The Chairman then asked for Members to sit on a selection panel to evaluate the Tenders and shortlist 3 to be invited to give a presentation (to the Council and end users) – Cllrs Anstey, Fulford, Adams & Connolly agreed to meet on Tuesday 31st October at 2.00pm.

8. To consider Christmas Lights Tender

The RFO gave an update on the Tenders received and had since met with one of the suppliers. Discussion took place over the proposal put forward by one supplier for a 5 year contract and concern was raised that Members would potentially be committing future Councillors to a contract they had not agreed to (local council elections in 2019 could see a change in Membership). It was also discussed whether the Council could afford the provision of Christmas lights but agreed that funding sources should be explored (sponsorship by businesses) and if necessary the precept could be increased to cover costs.

Cllr Hale proposed and it was seconded by Cllr White and therefore **RESOLVED:** that the RFO should negotiate with the preferred supplier for a 3 year contract.

9 in favour – 2 abstentions

Action: RFO to contact Tenderers.

9. To receive an update on the Town Hall Roof Repairs

The town clerk reported that following the written update distributed, the Project Designer and a Structural Engineer were scheduled to visit the following day to carry out further internal investigation into the damp damage in the Council Chamber.

10. To receive an update and agree a way forward for frontline service provision from 30th October 2017

The Clerk reported that following the written update distributed, it was intended to direct all general enquiries to the Information Office from Monday 30th October 2017 and to close the Town Hall for public access (to staff) except by appointment. The Clerk reminded Members that no decision had been reached about the future provision of accommodation for office staff (move all staff to Town Hall) however the project needed to be progressed). Following a brief discussion, members agreed that the outcome of the investigation into repair works at the Town Hall and knowledge of costings should be awaited before commitment could be made to the accommodation project.

11. To consider grant applications under Section 137

No applications received during this month.

12. To note any items of correspondence

No items of correspondence were received this month.

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

The Clerk had nothing further to report.

The Chairman then announced to Members that the Clerk had that day resigned for her post as Town Clerk and advised that recruitment for a replacement should begin as soon as possible to allow the Clerk to leave in January 2018.

14. To note the date of the next meeting as Wednesday 29th November 2017 (Budget meeting)

The meeting closed at 8.40pm