

FORDINGBRIDGE TOWN COUNCIL
Minutes of the Finance & Policy Committee held at 7.30pm on
Wednesday 25th January 2017 in the Town Hall
(Minutes subject to approval at the next meeting of Committee)

Present:

Cllr Connolly – chairman
Cllrs Price, Adams, Lewendon, Anstey, Hale & Perkins

In Attendance:

Mrs H Richards, Town Clerk (TC)
Mrs M Coatham, Finance Officer (RFO)

1. To receive any apologies for absence

Apologies were received from Cllrs Fulford, Wilson and Earth

2. To receive any declarations of interest

Cllrs Adams declared a Pecuniary Interest in Agenda Item 5, Monies Collected and Payment of Accounts as a supplier to the Council, he remained in the meeting but did not speak or vote on this item.

3. To confirm the minutes of the meeting held on 30th November 2016 and report on any matters arising

Cllr Hale proposed and it was seconded by Cllr Lewendon and it was therefore **RESOLVED**: that the minutes of the meeting held on 30th November 2016 be signed as a true record.

Matters Arising:

- Minute no. 5 - Audio Equipment now installed in Town Hall
- Town Hall Boiler, further repairs carried out
 - BT – RFO to chase response from ombudsman
- Minute no. 8 - Youth Shelter in Car Park – TC to contact Police/NFDC

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 and highlighted the following items of expenditure:

- Further essential repairs have been carried out to the skate park
- Wayne Archer now trading as Avon Valley Property Services

With regard to budgets, the RFO advised that it was unlikely that works will be carried out to the Town Hall Clock Tower/Roof in the current financial year and that works to the Memorial Bungalow had also not yet been undertaken.

7.50pm Cllr Perkins entered the meeting.

If the Groundsman's truck is replaced in this financial year the budget will break even. The Developers Contribution monies due to Finance & Policy have not yet been received.

The RFO also advised that employer Pension contributions would rise in April.

6. To consider the following grant applications

- Avon Valley Concerts. – Members considered the application and Cllr Price proposed and it was seconded by Cllr Adams and therefore **RESOLVED**: to award a grant of **£250.00** to Avon Valley Concerts.

7. To receive the Interim Audit Report

The Finance Officer gave details of the items raised on the Interim Internal Audit Report:

- Dual Authorisation – Online Payments – Currently only Finance Officer can authorise, Financial Regulations state dual authorisation.

Cllr Hale proposed and it was seconded by Cllr Perkins and therefore **RESOLVED**: that dual authorisation is carried out for electronic payment with The Responsible Finance Officer, Martine Coatham, The Town Clerk, Helen Richards and the Chairman, Cllr Malcolm Connolly to be authorised to make payments.

- Financial Regulations – Council have adopted modified version of NALC model – Finance Officer to amend Financial Regulations in line with Auditors recommendations.
 - VAT reclaim – Finance Officer to check figures
 - Ticket Sales on behalf of others – Commission only to be recorded as income
 - Earmarked Reserves – Review required – see Agenda item 9
- The RFO reported that advice received at recent CILCA training should be acted upon – to have a Reserves Policy include Risks involved – RFO to prepare policy for Finance & Policy in February.

8. To review the Risk Register

Members discussed the Risk Register and amendments required highlighted by the Finance Officer.

Cllr Lewendon proposed and it was seconded by Cllr Adams and therefore **RESOLVED**: that the Risk Register is amended and to recommend to General Council on the 1st February 2017 that the amended Risk Register is approved.

9. To agree transfer of funds from Reserves to General Funds

The Finance Officer reported that as it is illegal to hold reserves for Staff Gratuities, the funds should be transferred to General Funds.

Cllr Price proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: that the reserves held in the name of Staff Gratuities should be transferred to General Funds.

The Finance Officer also reported that reserves are held for Good Citizen Award; members agreed that this should remain in reserves as funds were still used (Burgate 6th Form annual award).

10. To receive any Finance and Policy matters referred from sub-committees

- Amenities Committee – Commission rate on sale of fishing tickets

Cllr Lewendon proposed and it was seconded by Cllr Price and therefore **RESOLVED:** that the tenant, Nigel Davis, is paid 50% commission for the sale of fishing day tickets at the Riverside Kiosk.

Members raised concern that the skate park lights are switched on when no users are present – Town Clerk to investigate installation of on-demand switch and report to Amenities committee.

11. To note any items of correspondence

The clerk reported that correspondence had been received from the 1st Fordingbridge Scout Group giving thanks for the recent grant award.

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

The clerk had nothing further to report.

The Finance Officer advised that the Annual Conference for HALC would be held on the 22nd March 2017 in Southampton.

The chairman advised members of the staffing and accommodation report prepared for the Staffing & Remuneration Committee and requested that this be distributed to all Members for discussion at Finance & Policy Committee.

13. To note the date of the next meeting as Wednesday 22nd February 2017.

The meeting closed at 8.25pm