

+FORDINGBRIDGE TOWN COUNCIL
Minutes of the Finance & Policy Committee held at 7.30pm on
Wednesday 27th June 2018 in the Town Hall
(Minutes subject to approval at the next meeting of the Committee)

Present: Cllr Connolly - Chairman
Cllrs Adams, Anstey, Earth, Fulford, Hale, Lewendon, Paton & Wilson

In Attendance:
Mrs R Edwards, Asst Town Clerk
Mrs M Coatham, RFO

1. To elect a Chairman

Cllr Fulford proposed and it was seconded by Cllr Hale and therefore **RESOLVED:** that Cllr Connolly be elected as chairman. All in favour.

2. To elect a Vice Chairman

Cllr Connolly proposed and it was seconded by Cllr Paton and therefore **RESOLVED:** that Cllr Adams be elected as vice chairman. All in favour.

3. To receive any apologies for absence

Apologies were received from Cllrs Perkins and White.

4. To receive any declarations of interest

Cllr Adams declared a pecuniary interest in Agenda item 7 Monies, Collected & Payment of Accounts as a supplier to the Council – he will remain in the meeting for that item but will not speak or vote.

5. To confirm the minutes of the meeting held on 23rd May 2018 and report on any matters arising

Cllr Lewendon proposed and it was seconded by Cllr Paton and therefore **RESOLVED:** that the minutes of the meeting held on 23rd May 2018 are signed as a true record. All in favour

Matters Arising

Minute No. 8 – Referred back to General Purposes committee.

6. To receive any matters raised by members of the public

No members of the public present

7. To receive details of Monies collected & Payment of Accounts

The Finance Officer summarised the accounts for June and Members noted the following items:

Income received included Recreation Hire (Whippets camp and Whippets block booking payment) and playscheme income.

Expenditure included a late bill for the HALC Annual Conference, Ringwood Town Council annual grounds contract and additional spraying contract, plumbing to mend a leak at the changing rooms, Memorial Gate repairs, paddling pool consultation, new wheel for front deck mower, NFDC dog poo bin contract, vouchers as a thank you for repainting the town signs, vouchers for allotment prizes and a Redstone re-program due to Sage error.

Councillors asked which dog poo bins are emptied and how often. Clerk waiting to hear back from NFDC.

The RFO reported that FTC is considering buying Office 365, however Redstone recommended the use of Open Office instead. Cllr Fulford asked that whatever system is chosen that it be compatible with Apple.

Cllr Fulford asked if in future the accounts to date could be emailed to Members in advance of the Finance & Policy meeting. The RFO confirmed that they could.

8. To receive any Finance & policy matters referred from sub-committees

No matters referred.

10. To note the Internal Audit Report

Fordingbridge Town Council is meeting all the statements on the Annual Governance and Accountability Return. The auditor said that bank reconciliations need to be counter-signed – the Asst Town Clerk will do this. The Council must undertake a physical review of the assets.

9. To approve the Annual Governance and Accountability Return for 2017/2018

The town council had expected less income due to lower grants in 2017/2018, however the following were unexpected. Lower burial fees than budgeted (£2500), no grant received from HCC for playscheme (£2500) and less income from football club (£2000) as they reduced the number of teams playing at the recreation ground.

Cllr Lewendon proposed and it was seconded by Cllr Paton to approve the Annual Governance and Accountability Return for 2017/2018. All in favour.

The Chairman recorded his grateful thanks to the RFO for all her hard work.

11. To receive an update regarding the insurance claim (Christmas Lights)

Fordingbridge Town Council's insurance company has decided that FTC was not liable for the Christmas lights falling and causing damage to other properties. Therefore they will not cover the claim. The electrical contractor STN has been informed.

12. To consider the policy for hire of the town hall: to confirm whether any groups are exempt from payment of the hire charges

The RFO requested clearer guidance as to which groups are not required to pay the full hiring rates. The Twinning Association was discussed - as a Town Council function this group uses the hall twice a year without charge. Fordingbridge Festival and Party in the Park don't pay for the Recreation Ground hire. The Council asked for a list of groups which hire Town Council facilities.

Action: RFO to compile list of groups which hire the Recreation Ground and the Town Hall

13. To receive an update regarding works to the Town Hall

The Asst Clerk read an email from Sheerin Bettle Architecture to the Council. The dry rot has destroyed the principal truss in the town hall roof so the load is no longer supported by the truss. It is currently held up by the internal scaffolding instead.

A closed meeting with Sheerin Bettle Architecture has been scheduled for Wednesday 18th July, 6.30pm – 7.30pm. All members are invited to attend.

14. Forward Planning, Asset Register, S106/CIL Funding – to consider report from RFO

A meeting is needed to decide what to include on the asset register, this will in turn lead into the forward planning for the Council. Cllrs Anstey, Connolly and Fulford will work together to compile an asset register to present to Council within the next few weeks.

Action: *Cllrs Anstey, Connolly and Fulford to compile an asset register to present to Council*

15. To note any items of correspondence

A letter has been received from Citizens Advice New Forest (CANF) thanking Fordingbridge Town Council for their financial support earlier this year and for their interest, help and support in helping CANF to urgently find new premises within the town. CANF will resume operating in Fordingbridge from Avonway Community Centre starting July 2018. They feel this will be a better arrangement for both Fordingbridge clients and the CANF volunteers.

Sandleheath Sea Scouts wrote to say thank you for the grant awarded by Fordingbridge Town Council.

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

Cllr Paton reported that the grass behind the play area at Flaxfields End is very long and needs cutting.

17. To note the date of the next meeting as Wednesday 25th July 2018

The meeting closed at 8.21pm