

FORDINGBRIDGE TOWN COUNCIL

Minutes of the Finance & Policy Committee held on Wednesday 26th May 2021 at 7.30pm (Minutes subject to approval at the next meeting of the Committee)

Present: Cllr Adams – Chair;
Cllrs Anstey, Earth, Goldsmith, Hale, Jackson, Lewendon, Mouland, Paton & Wilson

In attendance: Mr P Goddard, Town Clerk
Mrs M Coatham, Finance Officer (RFO)
A representative from the Salisbury Journal

1. To elect a Chair

Cllr Wilson proposed and it was seconded by Cllr Earth and therefore **RESOLVED:** to elect Cllr Adams as Chair. All in favour.

2. To elect a Vice Chair

Cllr Hale proposed and it was seconded by Cllr Paton and therefore **RESOLVED:** to elect Cllr Jackson as Vice Chair. 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 an interest in the payment of accounts.

5. To confirm the minutes of the meeting held on 28th April 2021 and report any matters arising

Cllr Mouland proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED:** that the minutes of the meeting held on the 28th April 2021 be signed as a true record. All in favour. No matters arising.

6. To receive any matters raised by Members of the Public

No matters raised.

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

Cllr Adams referred to the RFO's report to members. No queries were raised.

Cllr Lewendon proposed and it was seconded by Cllr Wilson and therefore **RESOLVED:** to approve the schedule of payments of account and that the amounts collected are correct.

8. To consider grant applications under Section 137/CIL

- Victim Support

Cllr Adams noted the level of funds held by the organisation but suggested a £100 grant should be offered as a token of support. Cllr Jackson agreed that the Council should make a gesture to show its support. Cllr Jackson proposed and it was seconded by Cllr Earth and therefore **RESOLVED:** to pay a £100 grant to Victim Support.

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

- None

10. To receive a report on building matters:

- **Town Hall Update**

The Clerk advised that Sheerin Bettle had now sent through the conservation officers comments, the revised heritage statement and an email from Jerry Davis, the planning consultant that Sheerin Bettle has recommended. Kevin from Sheerin Bettle's advice is that, notwithstanding the concerns raised by the conservation officer, the Town Council should proceed with a planning application for the scheme as it stands. Kevin has said that the planning officers can disregard the concerns raised by the conservation officer. He also suggested that as the Town Council is consulted then in the event the planning officer is not happy with the scheme it is likely that it can still be brought to

committee. Jerry Davis' proposed fee, on the basis he thinks there's half a day in reviewing the material and preparing a covering letter/supporting statement and submitting the relevant applications, is £540 plus VAT to submission. Any significant additional work required thereafter, such as responding to requests for further information (other than minor, straightforward matters) and/or preparing for and attending NFDC Planning Committee would be charged at £135 per hour plus VAT, should they be necessary. He advised that there is no fee to the NFDC for the listed building application, but the planning application would attract a fee of £117 + £28 portal fee (this includes the Town Council's 50% discount) which will need to be paid on submission. Cllr Jackson felt that the Town Council should go ahead and instruct Jerry Davis based on his proposal. Cllr Adams felt that the Town Council should take on board the Conservation Officer's views. Cllr Hale proposed and it was seconded by Cllr Jackson and therefore **RESOLVED**: to instruct Jerry Davis in accordance with his proposal. Nine in favour and one against (Cllr Adams)

The Clerk also reported that the gutters to the front of the Town Hall and pigeon fouling is proving problematic. Wayne Archer is hiring a cherry picker and he and Tim Richards will inspect the guttering and down pipes. Wayne Archer will clear them and Tim Richards will look to come up with a solution to prevent further blockage.

- **Changing Rooms Update**

The Clerk reported that the work is almost complete and is looking good. Handover will hopefully take place by the end of the week. On the finance side the bulk of the contingency has been utilised, the latest cost being fire paint required by Building Control as a result of the use of ply on the walls. Currently there is an unallocated balance of £600. However, the contractors are looking to charge £350 for removing equipment. The Clerk has queried this as this work was undertaken by the ground staff. In addition, the architects advise to get Building Regs sign off steps were needed outside the fire escapes. The cost of the steps was £1,348. The Clerk has queried (i) whether the steps meet Building Regulations and (ii) the cost of the steps. Based upon the figures to hand if the Council has to pick up both of these costs then this will exceed the agreed £15,000 contingency by £1,098. Separately outside of the contract, repair work to the pump needs to be undertaken by Aish at a cost of £1,845, which will need to be agreed at an amenities committee meeting, and the vandalised windows needed repairing at a cost of £444. The Clerk advised that it may well be worth considering a screen for the first-floor window at the youth shelter end as this was one of the windows targeted. Finally, the Clerk reported that completion of the CCTV installation at the Pavilion will be completed on 7th June now that the mains power has been re-connected to the building. Cllr Adams asked whether it was worth the Town Council claiming the cost to repair the windows on the Town Council's insurance policy. The Clerk thought that this may not be worthwhile given the excess. The RFO advised that she would look at this.

11. To consider the provision of TUFF/Playscheme sessions for 2021

Cllr Wilson advised that the approved TUFF sessions (two per week) cost £2,100. There is scope for a third session which should cost another £1,050 and also a story telling session that would cost £100 for the storyteller and £100 for stewards. This could be met from the £3,500 covid relief grant. Cllr Wilson proposed and it was seconded by Cllr Jackson and therefore **RESOLVED**: to proceed with the additional TUFF session and the storytelling session. All in favour.

12. Annual Governance and Accountability Return 202/21

The RFO advised that Internal Audit would take place on 10th June and the AGAR would be prepared for approval at the next Finance & Policy Meeting (30th June 2021).

13. To review the following policies

- Nil

14. To approve the Town Council meetings Risk Assessment

Members had received a copy of the meetings Risk Assessment prior to face to face meetings re-starting. Cllr Moulard proposed and it was seconded by Cllr Adams and therefore **RESOLVED**: that the risk assessment be approved. All in favour.

15. To note any items of Correspondence

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None.

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

No report.

17. To note the date of the next meeting as 30th June 2021

The meeting ended at 7:43 p.m.