

## FORDINGBRIDGE TOWN COUNCIL

### Minutes of the Finance & Policy Committee held on Wednesday 30<sup>th</sup> June 2021 at 7.30pm in the Town Hall (Minutes subject to approval at the next meeting of the Committee)

**Present:** Cllr Adams – Chair;  
Cllrs Anstey, Earth, Goldsmith, Hale, Lewendon, Moulard, Paton, Perkins & White.

**In attendance:** Mr P Goddard, Town Clerk  
Mrs M Coatham, Finance Officer (RFO)

#### 1. To receive any apologies for absence

Apologies were received from Cllrs Jackson and Wilson.

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

Cllr Adams declared an interest in the payment of accounts.

#### 3. To confirm the minutes of the meeting held on 26<sup>th</sup> May 2021 and report any matters arising

Cllr Paton proposed and it was seconded by Cllr Lewendon and therefore **RESOLVED**: that the minutes of the meeting held on the 26<sup>th</sup> May 2021 be signed as a true record. All in favour.

Matters Arising: The RFO advised that Turn Up For Fun (TUFF) was going ahead at the school and an extra session had been arranged for each Wednesday.

#### 4. To receive any matters raised by Members of the Public

No matters raised.

#### 5. To receive details of Monies Collected & Payment of Accounts

Cllr Adams referred to the RFO's report to members. He advised that the architects and the Town Council's buildings manager had agreed work on the Pavilion that had not been authorised but noted that the buildings manager had done the work that he has invoiced. Cllr Adams said that any future contract should make it clear that work should only be undertaken with approval.

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

#### 6. To consider grant applications under Section 137/CIL

- The Branch

Cllrs discussed the fact that this was a request from a religious organisation and who the proposed service would be available to. Cllrs noted the work that the Branch does for the town and that the grant would be used to provide a public service. Cllr Paton proposed and it was seconded by Cllr Hale and therefore **RESOLVED** to provide a grant to the Branch for £250. All in favour.

- Hope for Tomorrow

The RFO advised that Hope for Tomorrow had received £680 in 2020/2021 and £600 in 2019/2020. Cllr Lewendon proposed and it was seconded by Cllr Perkins and therefore **RESOLVED** to provide a grant to Hope for Tomorrow for £700. All in favour.

- Citizens Advice New Forest (CANF)

Cllr Adams noted that whilst the Town Council gives a grant it is not clear what, if anything, other councils give. In 2017/18 a £500 grant was given but that was for a specific purpose. The RFO advised that £700 was given last year and £300 the previous year. It was noted that this was a good local cause. Cllr Lewendon proposed and it was seconded by Cllr Earth and therefore **RESOLVED** to provide a grant to CANF of £350. All in favour.

**7. To consider a request from Westacres Residents Association for a contribution towards Grass cutting**

Cllr White proposed and it was seconded by Cllr Paton and therefore RESOLVED to make a contribution of £200 to Westacres Residents Association towards grass cutting. All in favour. Cllr Anstey noted that this was a contribution and not a s137 grant.

**8. To consider hanging bunting throughout the town over the summer period**

Cllr Lewendon said the bunting in Salisbury looked good but a licence to hang the bunting was required. It was noted that the bunting in Romsey also looked good. The RFO said IN Newmans had been asked in the past about hanging bunting as they have the necessary insurance. There is no budget for it but it could be met from the mayor's allowance. Cllr Adams suggested that this should be looked into further. The RFO said that you only need to stress test for the hanging baskets, the catenary wires to which bunting would be attached are separate. The RFO will check with Sparkx regarding the wires' suitability for bunting. The licence fee to hang bunting is £35.

**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 the planning consultants had been instructed and the planning applications should be submitted imminently. The RFO advised that a cherry picker is being hired to look at the drains and down pipes at the front of the Town Hall as pigeon fouling is an issue. The Buildings' Manager is waiting on a date for the hire. Cllrs discussed ways in which the issue of pigeon fouling could be addressed.

- **Changing Rooms Update**

The Clerk reported there had been delays with the handover of the building as there were issues with the fire-retardant lacquer required on the ply in the corridor. It has had to be stripped back and re-applied. The architect is liaising with the contractor regarding final snagging issues and it is hoped the building can be handed back to the council within the next few days. There are some small queries regarding the final account which are being looked at with the Buildings Manager.

**11. To approve the Annual Governance and Accountability Return 2020/21 and to note the following:**

- Internal audit report
- Public Rights Notice
- Revised Asset Register

The RFO advised that the Internal Auditor had noted that the Town Hall contract had commenced without a JCT contract in place. This is also the case with the Pavilion and the Buildings' Manager has been tasked with putting one in place. The auditor noted that income had not been banked gross and advised that the full amount should be banked and money then drawn out. The asset register had not been amended for the Pavilion (because the work had not been completed). Rather than this amendment being based upon a re-valuation of the building, for asset register purposes the cost of the refurbishment should be added to the existing value. Cllr Anstey queried whether the containers should be listed separately on the asset register. The RFO advised that the Internal Auditor also noted regarding the year end cashiers certificate, in relation to petty cash the certificate was blank (as there had been no expenditure) and the public rights notice period was 31 days (not 30 days). The public rights period for this year starts tomorrow and runs to 11<sup>th</sup> August and has been posted. The RFO advised the Annual Governance and Accountability Return and the accounting statements needed to be approved.

Cllr Adams proposed and it was seconded by Cllr Paton and therefore RESOLVED to approve the Annual Governance Statement 2020/2021. All in favour.

Cllr Adams proposed and it was seconded by Cllr Paton and therefore RESOLVED to approve the Accounting Statements. All in favour.

**12. To review the following policies and registers**

- Nil

**13. To note any items of Correspondence**

A letter of thanks for the grant has been received from Victim Support.

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

No report.

**15. To note the date of the next meeting as 28<sup>th</sup> July 2021** (to note that the RFO will be on annual leave for this meeting)

The meeting ended at 7:56 pm.