

FORDINGBRIDGE TOWN COUNCIL

Minutes of the Finance & Policy Committee held on Wednesday 29th June 2022 at 7.30pm in the Town Hall (Minutes subject to approval at the next meeting of the Committee)

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

In attendance: Mr P Goddard, Town Clerk
Mrs M Coatham, Finance Officer
1 member of public

1. To receive any apologies for absence

Apologies were received from Cllr Adams

2. To receive any Declarations of Interest

Nil

3. To confirm the minutes of the meeting held on 25th May 2022 and report any matters arising

Cllr White proposed and it was seconded by Cllr Paton and therefore **RESOLVED**: that the minutes of the meeting held on the 25th May 2022 be signed as a true record. All in favour.

Matters Arising: All items on the agenda this evening

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

No matters raised. [Cllr Perkins joined the meeting]

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

Cllr Jackson referred to the RFO's report to members. The RFO advised that per the Town council's agreement the Spark payment was due on 1st April but that Sparkx had only recently raised an invoice. The RFO confirmed the contributions towards the bunting from the Events Group and two local businesses.

Cllr Wilson 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. All in favour.

6. To consider grant applications under Section 137/CIL

- **Hope for Tomorrow** The RFO advised that Hope for Tomorrow had received £700 in 2021/2022 and £100 in 2020/2021. It was noted that the request this year was towards the capital cost of rebuilding "Kayleigh". Cllr Hale proposed and it was seconded by Cllr Paton and therefore **RESOLVED** to provide a grant to Hope for Tomorrow for £1,000. All in favour.

Following the meeting last month the grant policy had been circulated for members to review. Members agreed that no amendments were required.

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

Members requested that ownership of the land was clarified before a decision was made.

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

9. To receive an update on building matters

- **Town Hall update** – Fields of Architecture has produced drawings for the reduced scheme to be considered and these have been circulated. Members to submit comments to the Clerk to feedback to the architect. The current application has reached an impasse but the planning consultant feels that with a small concession to the conservation officer that would not materially impact on the scheme he can obtain approval. The small revision will be sent to the NFDC planning department. Cllr Hale raised the issue of the Town Hall roof. The Clerk advised that a quote had been obtained from the contractor that had previously

undertaken the work on the front roof. The quotes was just over £20k plus VAT but did not include the cost of scaffolding. The Buildings Manager had been asked to obtain quotes for scaffolding. Cllrs discussed obtaining alternative roofing quotes and the type of slate that would be required for the work.

- **Toilet Block update** – Quotes were still awaited and the Clerk has chased the Buildings Manager for them.

10. Annual Governance and Accountability Return 2021/22

Members noted that internal audit had taken place on 21st June and noted the report from IAC with three observations requiring attention (tenders, cash income and assets).

The public rights period for this year starts tomorrow (30th June) and runs to 10th August and will be being posted following this meeting.

The RFO advised the Annual Governance and Accountability Return and the accounting statements needed to be approved.

Cllr Goldsmith proposed and it was seconded by Cllr Paton and therefore RESOLVED to approve the Annual Governance Statement 2021/2022. All in favour.

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

11. To consider outsourcing fire risk assessments

The Clerk advised that it might be appropriate to outsource the preparation of fire risk assessments for the Town Council's buildings. The Clerk has asked Ellis Whittam whether the Council's due days could be used for this purpose and is awaiting a response. In the alternative, the Clerk could look at getting quotes to undertake the work for consideration.

12. To review the following policies and registers

- Complaints
- Flying of Unmanned Aerial Vehicles
- Tree Policy
- Balloons and Lanterns

The above policies had been circulated prior to the meeting having been updated in line with current guidance. An alternative tree policy had also been circulated for members to consider. It was discussed and agreed that the original policy is approved and the Clerk would discuss the content with the Tree Officer from NFDC. Cllr Paton proposed and it was seconded by Cllr White and there RESOLVED: to approve the policies listed. All in favour.

13. To note any items of correspondence

A thank you letter has been received from Victim Support for the Section 137 Grant.

14. To receive a report from the Clerk or any other relevant business – nothing further to report.

15. To note the date of the next meeting as 27th July 2022

The meeting ended at 8.02 pm.