

**FORDINGBRIDGE TOWN COUNCIL**

**Minutes of the Finance & Policy Committee held on Wednesday 28<sup>th</sup> February 2024 at  
7:30pm  
(Minutes subject to approval at the next meeting of the Committee)**

**Present:** Cllrs Anstey, Cameron, Hinton, Howard, Lewendon, Millar (Chair) and Shering

**In attendance:** Paul Goddard, Town Clerk  
Martine Coatham, RFO

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

Apologies received from Cllrs Bailey, Paton, Perkins, White, Wilson and Woods (NFDC).

**2. To receive any Declarations of Interest – Cllr Shering (item 7)**

**3. To confirm the minutes of the meeting held on 31<sup>st</sup> January 2024 and report any matters arising**

Cllr Cameron proposed and it was seconded by Cllr Shering and therefore **RESOLVED**: that the minutes of the meeting held on the 31<sup>st</sup> January 2024 be signed as a true record. All those that attended in favour. **Matters Arising** – none raised.

**4. To receive any matters raised by Members of the Public – none raised**

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

The RFO advised that all payments and receipts were confirmed and members noted the slight reduction in annual insurance premium and the comment from the RFO regarding the year end position.

Cllr Lewendon proposed and it was seconded by Cllr Millar 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**

• **Avonway – Friends on Friday**

Members considered the application from Avonway to support Friends on Friday. Cllr Hinton proposed and it was seconded by Cllr Cameron and therefore **RESOLVED**: to pay a grant of £500 towards the Friends on Friday service. All in favour.

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

• **Amenities – tree works and fencing quotes**

Cllr Lewendon proposed and it was seconded by Cllr Anstey and therefore **RESOLVED**: to accept the quote for the fencing from IAE (£4,189.53 plus VAT) and Crownshade (£2,975 plus VAT). All in favour (Cllr Shering abstained). The tree work was within amenities budget.

**8. To receive an update on building matters**

The Clerk noted that we are still awaiting costings on the revised town hall plans from Tim Richards, unfortunately due to current workload these may not be received until April 2024. Members agreed that officers should ask Barclay Phillips (the architects) for a quote to proceed to RIBA stages 4 and 5 to enable the tender process to commence. It was noted that the light in the clock tower had been repaired and that the auto-winder was due to be installed at the beginning of March.

**9. To review and approve the insurance for 2024/25 (second year of long term agreement)**

The insurance quote for 2024/25 has been received – the second year of a 3 year long term agreement, of £7030.52 (for 2023/24 the base quote was £7048.79 before additional events adding during the year). The Clerk and RFO had reviewed the policy schedule and some minor changes (removing the demolished toilet block and increasing the fidelity insurance levels) have been made resulting in a reduction in the premium to £6973.96)

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Cllr Millar proposed and it was seconded by Cllr Lewendon and therefore RESOLVED: to accept the quote for 2024/25. All in favour.

**10. To identify priority projects for CIL funding to present to the Annual Town Assembly**

The RFO noted that members had approved priority projects for CIL at the November Finance & Policy Meeting (and these are listed on the summary schedule). The CIL policy says CIL spending would be considered in April and October, and that CIL spending was normally reported at the Annual Town Assembly. Members agreed that these priority projects would be noted at the Annual Town Assembly.

**11. To note the revised employee contribution pension banding**

The RFO had circulated the revised pension bands for employees, these were noted by members.

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

- Risk Register

Cllrs discussed the risk register. Cllr Millar proposed and it was seconded by Cllr Lewendon and therefore RESOLVED: to approve the risk register. All in favour.

- Asset Register

Cllrs discussed the asset register and the process for asset verification – it was agreed officers would confirm that the agreed process was now being followed. Cllr Millar proposed and it was seconded by Cllr Lewendon and therefore RESOLVED: to approve the register. All in favour.

- CIL Policy

Cllrs reviewed the CIL policy. Cllr Millar proposed and it was seconded by Cllr Lewendon and therefore RESOLVED: to approve the CIL policy. All in favour.

- Investment Policy

Cllrs reviewed the Investment policy. Cllr Millar proposed and it was seconded by Cllr Lewendon and therefore RESOLVED: to approve the Investment policy. All in favour.

**13. To consider the effectiveness of Internal Control and review the policy**

The RFO advised that this sets out what the Council does. Cllr Lewendon proposed and it was seconded by Cllr Anstey and therefore RESOLVED: to approve the Internal Control policy. All in favour.

**14. To note any items of correspondence – none**

**15. To receive a report from the Clerk and any other relevant business - none**

**16. To note the date of the next meeting as 27<sup>th</sup> March 2024**

The meeting ended at 20.15