

POLICY & FINANCE

Dear Member

17th January 2008

A meeting of the above Committee will be held at "Greenways", 71 Christchurch Road, Ringwood on **Wednesday 23rd January 2008 at 7.00pm***, or at the conclusion of the public participation period at 7.10pm, and your attendance is requested.

T R Simpson
TOWN CLERK

PUBLIC PARTICIPATION:

*The meeting will be preceded by a public participation period of up to 10 minutes at 7.00pm. If no member of the public wishes to speak to the Council, the meeting will start at 7.00pm.

Members of the public are entitled to speak on individual items on the public agenda in accordance with the Council's public participation scheme.

Prior to the meeting, to receive:

1. Apologies for absence
 2. Declarations of Interest
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AGENDA

1. **To approve as a correct record the Minutes of the meeting held on 12th December 2007**
2. **Financial Reports (attached):**
 - a) To receive and authorise list of payments made on Imprest Account in December 2007
 - b) To receive and authorise list of Petty Cash payments for December 2007
 - c) To receive Statement of Town Council Balances
 - d) To authorise Inter Account Transfers
 - e) To note the Finance Manager's report and receive Summary Budget Reports for period April to December 2007
3. **Annual Return for the Year Ended 31st March 2007**

To note that the District Auditor's certificate has been received for the Annual Return for the year ended 31st March 2007, with no recommendations
4. **Contract for Insurance Cover from 2008/09**

To note that the Finance Manager will invite tenders for the Council's insurance supplier during February 2008, in order that a new contract is effected from 31st May 2008. Tenders will be invited on one, three and five year periods.

5. **Community Facilities**

To consider recommendation from the Recreation, Leisure & Open Spaces Committee to remove reference to the provision of community facilities in the town from that Committee's Capital Programme at the present time

6. **File Management System (FMS)**

To consider waiving Financial Regulations and Standing Orders relating to contracts by not obtaining three quotations to enable officers to work with a local company to develop an effective FMS

7. **Ringwood School – Sponsorship of Year 6 Quiz Event**

To consider a request from Year 13 Leisure students to make a donation of £20 to cover the costs of a quiz being organised for Year 6 students from local feeder schools

8. **Hampshire Pension Fund – 2008 Scheme Changes**

From 1st April 2008, pension contributions paid by employees will be based on an agreed table of pay ranges. It is therefore necessary for the Council to agree a policy on when to change an employee's contribution rate when the employee's pay moves into a new 'pay range' during the financial year (i.e. change immediately or from the next 1st April)

9. **Sustainable Community Strategies for New Forest 2008-2012 and Hampshire 2007-2017**

To consider the Council's response to these consultation documents (*attached*)

10. **Community Ownership**

To consider, at the request of Cllr Chambers, making representations through Hampshire Association of Local Councils against the Government's proposals to transfer public assets to non-democratically elected bodies

11. **Ringwood Festival**

To receive minutes of the meeting of the Ringwood Festival Steering Committee held on 7th January 2008 and approve proposals therein (*attached*)

12. **Members Training**

To consider approving attendance by Members on the following training courses offered by Hampshire Association of Local Councils:

- Partnership Working and Community Engagement – 18th February – Botley
- Core Skills for (New) Councillors – 19th March – Alton
- Representing and Leading Communities – 19th June - Southampton

13. **Eco-friendly Cotton Bags**

To consider approach from a natural eco-friendly cotton bag supplier to purchase cotton bags to minimise use of plastic bags in the town. The cost to the Council of purchasing 5000 bags would be £4,950 (excluding VAT).

14. **EXCLUSION OF PUBLIC AND PRESS**

15. **Christmas Lights Working Party**

To receive notes of the Christmas Lights Working Party held on 15th January 2008 and approve proposals therein (*attached*)

16. **Staff Matters**

To approve salary scales following reorganisation of the office staffing structure

If you would like further information on any of the agenda items, please contact Terry Simpson or Jo Stannard on (01425) 473883.

Committee Members

Cllr J D Heron (Chairman)

Cllr N J Chard

Cllr M F J Daly

Cllr W S Rippon-Swaine (Vice Chairman)

Cllr N R G Clarke

Cllr L C Ford

Ex Officio Members

Cllr B H Terry (Town Mayor)

Cllr D E Cracknell (Deputy Town Mayor)

Student Advisors

Rachel Giles

James Fullick

Copied to other members for information.