

OPEN SESSION: There were no members of public present.

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 20th July 2005 2005 at 7.00pm

PRESENT: Cllr P Chambers (Chairman)
Cllr N J Chard
Cllr N G R Clarke
Cllr D E Cracknell
Cllr L C Ford
Cllr N W Light
Cllr W S Rippon-Swaine
Cllr Mrs V A Sullivan
Cllr B H Terry

IN ATTENDANCE: Terry Simpson, Town Clerk
Jo Stannard, Deputy Town Clerk
Martin Townsend, Finance Manager

F/3805 APOLOGIES

Apologies for absence were received from Cllr M F J Daly.

F/3806 DECLARATIONS OF INTEREST

There were none.

F/3807 MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the Meeting held on 15th June 2005, having been previously circulated, be agreed and signed as a correct record.

F/3808 FAIRTRADE TOWN

Members received a presentation from four Year 9 students from Ringwood School about the Fairtrade system, which aims to improve the lives of poor and disadvantaged farmers and workers in the developing world. The students had interviewed over 100 people in the town and had found that the majority of those questioned would be willing to purchase fair trade products if they were more widely available. They explained that, in order for Ringwood to become a Fairtrade town, it would need to achieve five goals, as follows:

- 1) The Town Council passes a resolution supporting Fairtrade and agrees to serve Fairtrade tea and coffee at its meetings and in its offices.
- 2) A range of Fairtrade products are readily available in the town's shops and served in at least two local cafes/catering establishments.
- 3) Fairtrade products are used by at least 10 local businesses and organisations.
- 4) Attract media coverage and popular support for the campaign.
- 5) A local Fairtrade steering group is convened to ensure continued commitment to its Fairtrade Town status.

Mrs Olive, Head of History at the School, said that the students would be happy to work with the Council to achieve these goals.

Members felt that this was an ideal opportunity to begin to work with the students and it would also give them an introduction into how the Council operates.

RESOLVED: That the principle of Ringwood becoming a Fairtrade town be approved and that the Council work with students at Ringwood School to achieve this.

F/3809 MONTHLY FINANCIAL REPORTS

Members considered the Monthly Financial Reports (*Annex 'A'*).

RESOLVED:

- 1) That the list of cheque payments on the No. 1 account be approved.
- 2) That the list of cheque payments on the Imprest account be approved.
- 3) That the list of Petty Cash payments be approved.
- 4) That the Statement of Town Council Balances be received and noted.
- 5) That the Inter Account Transfers be authorised. The report was signed by Cllrs Chambers and Rippon-Swaine
- 6) That the Summary Budget Reports be received and noted.

F/3810 RINGWOOD YOUTH CLUB MANAGEMENT COMMITTEE

Members received a copy of the minutes of the meeting held on 30th June 2005 (*Annex 'B'*). It was noted that the maximum capacity of the Club was currently 35 and, although the constitution provides for children between the ages of 12 and 21, the target group was 14 to 18 year olds.

RESOLVED: That the minutes of the Ringwood Youth Club Management Committee meeting held on 30th June 2005 be received and noted.

F/3811 PREPARATION OF TOWN PLAN – PROJECT COORDINATOR

Members considered the Town Clerk's report (*Annex 'C'*), which recommended that, as it had not been possible to recruit a postgraduate student from Southampton University to undertake preparation of the Town Plan, it would now be necessary to appoint a coordinator to this role. This would enable the Council to take a lead on the Town Plan, whilst continuing to follow the principles established by the Government, under the Market Town Healthcheck regime.

RESOLVED:

- 1) That the job description for the Project Officer, which included Conditions of Appointment and salary parameters, be approved.
- 2) That the position of Project Officer be advertised in September.

F/3812 HAMPSHIRE FARMERS MARKETS

The Town Clerk reported that Hampshire Farmers Markets had approached him with a suggestion that the markets be held on Saturdays in 2006 in the Furlong long-stay car park. The Town Clerk had sought the opinion of the Chamber of Trade & Commerce (CTC), which

objected to this suggestion on the grounds that members of the public would park in the short-stay car park and choose to visit either the market or the town. As an alternative, the CTC had suggested the markets be held in the Market Place on Saturdays. It was also noted that the Furlong Centre had no objection to the markets being held there on Sundays, as was the current practice. The Town Clerk said that use of the Market Place may not be possible as there would be a need for a road closure and there could be other additional costs incurred such as refuse collection and rent.

Cllr Rippon-Swaine reminded members that the Council had always supported the farmers markets as they attracted visitors to the town. He would therefore object to the use of the long-stay car park, as the market would take up valuable parking spaces

RESOLVED: That the Council recommend that Hampshire Farmers Markets take place in Ringwood in 2006 either on Saturdays in the Market Place or Sundays in the Furlong.

**F/3813
10-ACRE FIELD**

It was noted that the Recreation, Leisure and Open Spaces Committee had agreed to proceed with the next phase of development at the 10-acre field. The Town Clerk reported that the Council had established a good working relationship with the contractor that had carried out the first phase of the works and, since his quotation for that work had been lower than any other received, asked for authorisation to negotiate the second phase with the same contractor.

RESOLVED: That the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Recreation, Leisure & Open Spaces and Policy & Finance Committees, be authorised to negotiate the second phase of development of the 10-acre field at Long Lane.

**F/3814
URGENT BUSINESS**

There was none.

There being no further business, the meeting closed at 7.50pm.

**RINGWOOD YOUTH CLUB MANAGEMENT COMMITTEE
MINUTES OF MEETING HELD ON 30 JUNE AT 'GREENWAYS', 71
CHRISTCHURCH ROAD, RINGWOOD**

PRESENT: Cllr N Chard (Chairman of Meeting) – Ringwood Town Council
Cllr B Terry – Ringwood Town Council
Ms J Rich
Ms S Davies – HCC Youth Service
Ms M Armstrong – HCC Youth Service
Mrs A Pedersen – Chairman Greyfriars
Mrs J Dolby – Manager Greyfriars
Mr I Mason-Smith – Hampshire Scouts/Community First N.F.
Cllr J Heron – New Forest District Council
Mr G Lewis – Connexions
Ms R Bradbury – HCFF
Mr T Simpson - Ringwood Town Council

APOLOGIES: Cllr D Cracknell
Mrs C Waterman
Mrs J Chandler

1. Welcome

Cllr Neville Chard, Deputy Mayor of the Town, welcomed everyone present and thanked them for their attendance. He explained that the meeting had been called in order to try to secure the future of the Youth Club based at Greyfriars. The County Council had indicated that it could only continue to support the Youth Club if there was a strong working Management Committee. The Town Council had agreed to contribute £1000 towards the running costs subject to a Management Committee of at least six persons being established. If these criteria could not be met, the future of the Youth Club could not be guaranteed.

Those present were asked to indicate whether or not they would be prepared to serve on the Management Committee. Those who agreed to serve in personal capacities were:-

Cllr J Heron
Cllr B Terry
Mrs J Dolby
Ms J Rich
Mr I Mason-Smith

In addition, Mrs J Chandler and Mrs C Waterman had indicated prior to the meeting that they would be prepared to serve. It was also understood that Ms K Bate would also be prepared to serve on the Management Committee.

It was noted that the Youth Service and Connexions would attend meetings as observers/advisers although their professional roles would preclude them from being actual members of the Management Committee.

The Chairman indicated that as the Management Committee now appeared to have eight members, both the County and Town Council's requirements for continuation of the Youth Club could be met and he congratulated everyone on this achievement.

2. Election of Chairman

Resolved: That Cllr J Heron be appointed Chairman of the Management Committee.

Cllr Heron indicated that as he had a second appointment that evening and would have to leave very shortly he would ask Cllr Chard to continue in the Chair for the remainder of the meeting.

3. Election of Vice-Chairman

Resolved: That this election be deferred to the next meeting.

4. Appointment of Treasurer

It was noted that Mrs J Chandler, who had a prior appointment and could not be present this evening, had agreed to act as the Management Committee's Treasurer.

Resolved: That Mrs J Chandler be appointed Treasurer to the Management Committee.

5. Appointment of Secretary

Resolved: That Ms J Rich be appointed as Secretary to the Management Committee.

6. Appointment of Honorary Auditors

It was noted that the Honorary Auditors should not be members of the Committee and an external appointment would be necessary. Cllr Heron indicated that he would speak to appropriately qualified persons to ascertain whether they would undertake this role.

Resolved: That the appointment of Honorary Auditors be deferred to a future meeting.

7. Role of the Management Committee

- a) **Fundraising** – Ms S Davies indicated that the County Council had budgeted to meet staffing costs for the whole of this financial year. A grant application would be required for future funding and she would arrange for the appropriate forms to be provided. It was noted that there would be a need to prepare a detailed budget and cash flow forecast for the year. Ms M Armstrong agreed to provide Cllr Heron with last year's accounts so that he could produce a draft budget and cash flow forecast for the current year. At the next meeting the Committee would also be able to agree arrangements for signing cheques. The meeting noted that an important element of the work of the Management Committee would be fundraising. Some additional equipment would be required and the evening sessional rate of £18 (£18.50 from September) for use of Greyfriars would need to be funded. Ms R Bradbury agreed that she would organise a fundraising stall as part of Ringwood Carnival in September.

Resolved:

- 1) That the arrangements for staffing costs, budget, cash flow forecast and fundraising be agreed.
 - 2) Mr I Mason-Smith agreed to look at the benefits of charity registration and also the possibility of linking with Greyfriars or other organisation to which the Youth Club is affiliated for this purpose.
- b) **Recruitment and training of volunteers** – It was noted that there were training facilities available through Community First which would be of benefit to Management Committee members and Youth Workers.

Resolved:

- 1) That Mr I Mason-Smith investigate arrangements for a training course, needing a whole day, for members of the Management Committee which would include training on the role of Management Committee members, the roles of Youth Workers and planning the development of the service over the next five years. Mr I Mason-Smith to discuss with training providers details of a course that they might be able to provide in October/November 2005.
 - 2) A date for the training be agreed at the next meeting.
- c) **Aims and objectives** – the current aims and objectives are set out in the original Constitution of the Management Committee. There were other general aims of the Youth Service and after discussion it was resolved that in preparing the new Constitution, provision should be made for the aims to enable young people in the 11-25 age group to reach their full potential but with priority being given to the 13-19 year old age group.
- d) **Co-operation agreement with Hampshire County Youth Service** – Ms S Davies reported that under the new arrangement, the

Management Committee would utilise the services of Hampshire County Council employees in non-County Council premises. In these circumstances, the Committee would need to enter into an agreement with the County Council for, amongst other items, the utilisation of County staff. She would provide a copy of the normal agreement for the next meeting so that the Committee could consider whether it should adopt that document or prepare a revised one for discussion with the County Council.

Resolved: That this matter be deferred and considered at the next meeting.

- e) **Booking of and relationship with Greyfriars** – Ms J Dolby confirmed that the Youth Club could continue to use Greyfriars although the Management Committee would be expected to pay the normal usage charge and pay for any damage caused. The Committee would also need to look at insurance arrangements for the Youth Club to ensure that adequate protection was in place.

Resolved: That Ms J Dolby submit a copy of the standard terms and conditions of use of the premises to the Town Council so that this item can be considered at the next meeting.

8. Whilst the Committee now had a membership of eight the meeting agreed that it would be necessary to increase this number in order that the Club could reach its full potential. Other agencies could be invited to attend meetings and also Youth Club members should be allowed to attend. Terry Simpson explained the arrangements currently being formulated to establish a link between the Town Council and Ringwood School and the possibility of the Town Council re-establishing a Youth Council for the town.

Resolved:

- 1) That the Town Council issue a press release confirming the re-establishment of a Management Committee and the continuation of the Youth Club;
- 2) That the local Police and other organisations involved with the youth be invited to attend future meetings of the Management Committee;
- 3) That Youth Club members be invited to attend with the opportunity for those young people to leave after making their contribution;
- 4) That further consideration be given to means to extend the full membership of the Management Committee at the next meeting; and
- 5) That Youth Club members be invited specifically to attend the next meeting to explain any concerns they have about the existing Youth Club, what they expect to gain from attendance at the Club and any proposals they may have for future provision.

9. **Constitution of the Management Committee**

Resolved: That the offer made by Mr I Mason-Smith to prepare a new Constitution, taking account of the existing Management Committee Constitution, for submission to the next meeting be accepted.

10. **Future funding arrangements** – Cllr Terry asked the County Council whether they had any firm intentions with respect to funding of the Youth Club after April 2006. Ms S Davies explained that as a result of a Government Initiative the Social Services and Education Services were being amalgamated under one directorate, which would also include the Youth Service. This new Department would come into being in August but at present she had no information about the budgetary provision for the Youth Service after the end of the current year. As soon as she had any relevant information, she would bring this to the attention of the Management Committee.

11. **Future meetings**

Resolved: That in future, meetings generally be held on a Monday evening at 7.00pm and that the next meeting be held on Monday 25 July 2005 at 'Greenways', 71 Christchurch Road, Ringwood.

POLICY & FINANCE COMMITTEE – 20 JULY 2005**TOWN PLAN**

1. Members will recall that it had been anticipated that it would be possible to recruit a postgraduate student from Southampton University, on a bursary, to undertake preparation of the Town Plan. Unfortunately, this has not proved possible and it will therefore be necessary to advertise to appoint a coordinator to this role. A budget provision of £20,000 is available to complete the Town Plan.
2. Under the Market Town Healthcheck regime, recommended by the Government, a Healthcheck:-
 - i) Allows local people to identify the economic, environmental and social strengths and weaknesses of a market town and its surrounding countryside;
 - ii) Helps people to identify the impact of changing local circumstances; and
 - iii) Is a sound basis for creating an action plan for revitalisation.
3. The Government envisages a seven stage process, as follows:-
 - a) Setting up a market town partnership.
 - b) Gaining community commitment.
 - c) Completing a Healthcheck
 - d) Creating a vision.
 - e) Preparing an action plan.
 - f) Putting the plan into action.
 - g) Sustaining the partnership.
4. To achieve this, the Government scheme provides for the establishment of a formal partnership with local groups. The emphasis moves from the Town Council taking the lead to the local authority acting only as a co-ordinator, with the drive coming from the local community. Whilst other areas have achieved completion of the project in this manner, the Town Council has previously indicated that its priority is for the preparation of a Town Plan for which it would wish to act as the lead agency. However, the Healthcheck regimes principles will enable the preparation of a 'snap shot' of the town now, thus identifying the strengths and weaknesses of the town and adjoining area. The Town Council has also always emphasised that it would wish to fully involve all of the community organisations throughout the exercise.
5. The information collected from the snap shot exercise will provide the necessary data to enable the Town Plan and implementation strategies to be prepared. It is suggested, therefore, that at this stage the Town Council should agree the overall role and job description of a co-ordinator, to be called a Project Officer, with precise details of the manner of execution of the task being agreed at the Committee's meeting in September.

6. The attached job description identifies the key job tasks to be undertaken for Members' approval. Based on experience elsewhere, the role would require about 2 ½ days per week with a salary in the range of £18,000 - £25,000 pro rata, subject to experience. Initially, the contract should be for a period of 12 months, although depending upon the speed of community response to the consultation and the amount of detail to be included in the final documentation, this period may need to be extended. In all other respects, the post will be subject to standard local Government conditions of service.

For further information, please contact:

Terry Simpson
Town Clerk

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TRS/TAN
14.7.05