

OPEN SESSION: There was one member of the public present.

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on Wednesday 18 June 2008 at 7.00pm

Apologies

Prior to the commencement of the meeting, the Town Clerk reported that apologies for absence had been received from Cllr Rippon-Swaine.

Declarations of Interest

Cllr Urwin declared a personal and prejudicial interest in 92 Southampton Road – see F/4293 below. Cllr Woodfield declared a personal interest in F/4284 (Ice Rink at Bickerley) and a personal and prejudicial interest in F/4293 (Southampton Road).

PRESENT: Cllr J D Heron (Chairman)
Cllr N J Chard
Cllr N R G Clarke
Cllr L C Ford
Cllr B Terry
Cllr J Urwin
Cllr B Woodfield

IN ATTENDANCE: Rachel Giles, Student Advisor
James Fullick, Student Advisor
Claire Perrens, Meetings Administrator
Terry Simpson, Town Clerk
Martin Townsend, Finance Manager

F/4277

MINUTES OF THE LAST MEETING

RESOLVED: That the minutes of the meetings held on 21 May 2008 be approved and signed by the Chairman as a correct record.

As there was a member of the public interested in Agenda Item 11 (Bouncy Castle), this was brought forward.

F/4278

PERMISSION FOR BOUNCY CASTLE AT HIGHTOWN

Members considered a request to erect a bouncy castle on the green behind Wren Close. The applicant attended the Meeting to support this request for a party with bouncy castle, for twelve children. The applicant assured the Members that the event would be safe and well-supervised. She had not yet been able to obtain insurance cover for the event. The Town Council's public liability insurance would not cover this event, as it would be a private event.

RESOLVED: That the Town Clerk be authorised to grant permission to the applicant, subject to the applicant obtaining, and providing evidence of, suitable public liability insurance for the event.

F/4279

MONTHLY FINANCIAL REPORTS

Members considered the Monthly Financial Reports attached to these minutes as *Annex 'A'*. The Finance Manager provided details of all payments in excess of £1,000 and two 'test' items chosen at random by the

Chairman. It was also noted that individual invoices were available for members' inspection prior to the meeting.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account be authorised. Cllrs Heron and Chard signed the report.
- 2) That the list of Petty Cash payments be authorised. Cllrs Heron and Chard signed the report.
- 3) That the Statement of Town Council Balances be received and noted.
- 4) That the Inter Account Transfer be authorised. Cllrs Heron and Chard signed the report.

F/4280

REVIEW OF EFFECTIVENESS OF SYSTEM OF INTERNAL CONTROL

Members considered the Finance Manager's report on the effectiveness of the system of internal control (*Annex 'B'*).

RESOLVED:

- 1) That the report be noted;
- 2) That arrangements be made for the next review to be carried out before the June 2009 meeting of this Committee;
- 3) That items 1) 4) and 5) under the Area for Development, included in Paragraph 3.4 of the Report, be determined by this Committee before March 2009.

F/4281

INTERNAL AUDIT 2007/8

Members received the Internal Audit Report and considered its recommendations (*Annex 'C'*).

RESOLVED:

- 1) That the Internal Audit Report and its recommendations be accepted; and
- 2) That the list of recommendations therein be reviewed at the Committee Meeting in January 2009.

F/4282

DRAFT FINAL ACCOUNTS AND ANNUAL RETURN

Members considered the Finance Manager's report relating to the draft final accounts and the annual return for the year ended 31 March 2008 (*attached as Annex 'D'*). Electors have the right to view the Accounts and notices to this effect will be publicly displayed on 19 June.

RECOMMENDED:

- 1) That the actual income and expenditure accounts for 2007/8 and balance sheet as at 31 March 2008 as shown in Appendix 1 be approved.
- 2) That the transfer from the General Reserve of £9,967.63 for 2007/8 be approved.
- 3) That the Annual return for 2007/8 be approved.

F/4283

RINGWOOD FESTIVAL

Members considered the minutes of the meeting of the Ringwood Festival Steering Committee (*Annex 'E'*).

RESOLVED: That the Minutes of the Ringwood Festival Steering Committee meeting held on 2 June 2008 be received and the proposals therein, including the proposal that a donation of £280 be made to Salisbury Palliative Care from funds raised at the Danny Cracknell Memorial Golf Day at Moors Valley Golf Course on 23 May 2008, be approved.

F/4284
ICE RINK ON BICKERLEY

Cllr Woodfield had declared a personal interest as she is involved in the Chamber of Trade which is organizing the Ice Rink.

Members considered a request to use the Bickerley 'village green' area for an outdoor ice rink for three weeks in December 2008. It was noted that public liability insurance would be required. Noise issues should also be avoided by locating the ice rink away from residents and using a 'silenced' generator. The Council will need to ensure the entertainment licence from NFDC covers this and the Town Clerk will liaise with Cllr Woodfield.

RESOLVED: That the request be supported subject to the provision of the relevant entertainment licence, adequate provision to safeguard against noise nuisance from generators and adequate public liability insurance being obtained.

F/4285
HCC CONSULTATION

Members considered a draft response, prepared by the Town Clerk, to the Hampshire County Council consultation on Adult Services – Grants Programme (*Annex 'F'*).

RESOLVED: That the draft response be approved, but that Number 6 be amended to state that "the project should be assessed on whether it can sustain itself after the pump priming funding comes to an end."

The Student Advisors left the meeting prior to F/4285 being discussed.

F/4286
STUDENT ADVISORS

Further to the Council Meeting on 28 May, minute C/4820 resolution (2) relating to minute F/4628 (Policy & Finance Meeting 21 May), Members considered an alternative appropriate way of thanking the student advisors for their work.

RECOMMENDED: That the eight Student Advisors be offered a meal at Zizzi's Pizzeria as a thank you for their time and contributions on behalf of the community.

The Student Advisors rejoined the meeting.

F/4287
COMMITTEES, WORKING PARTIES & OUTSIDE BODIES

Members considered whether to make any recommendations appropriate to Town Council in June as to filling of remaining vacancies on Committees, Sub-committees, Working Parties and Outside Bodies following the election on 19 June 2008 to fill the remaining vacancy on the Town Council. There is only one vacancy at present, which is on the Recreation Committee.

RECOMMENDED:

- 1) That Council be advised Committee membership should be limited to eight members, unless there are special circumstances, at which point Council should determine whether to increase membership;
- 2) That the new Councillor elected on 19 June 2008 be appointed to the vacancy on the Recreation Committee.

F/4288

COMMUNITY ARCHIVE PROJECT

Members considered the Town Council's response regarding involvement in Hampshire County Council's community archive project for which a Heritage Lottery grant had been awarded.

RESOLVED: That the Town Clerk continue to facilitate the involvement of a suitable local history group (Meeting House or Ringwood Society) to be involved with the Community Archive Project.

F/4289

SPONSORSHIP OF ACHIEVEMENT AWARD 2008

Members considered a sponsorship request from Ringwood School for their Achievement Awards 2008.

RESOLVED: That the sum of £120 be awarded for Ringwood School Achievement Awards preferably for a 'Community' award, and the sum of £20 be given for a replica shield and engraving costs to the perpetual trophy.

F/4290

REMEMBRANCE SERVICE PARADE

Members considered a request for a contribution to the Remembrance Service Parade from the Parish Church to the War Memorial on Remembrance Sunday in November 2008.

RESOLVED: That the sum of £50 as a Section 137 payment, be awarded to the Ringwood Pipe Band to lead the Remembrance Service Parade 2008.

F/4291

MOTOR VEHICLE INSURANCE

The Town Council's Motor Vehicle Insurance policy for its own vehicles authorising any person to drive those vehicles with the consent of the Council. Satisfactory checks would need to be made to ensure drivers were entitled to drive vehicles.

RESOLVED:

- 1) That all staff be authorised to drive all vehicles subject to them having the appropriate licence and not being disqualified from driving these vehicles;
- 2) That the Town Clerk, Deputy Town Clerk and Finance Manager be authorised to approve other drivers under the Motor Vehicle section of the Council's new insurance policy.

F/4292

EXCLUSION OF PUBLIC AND PRESS

RESOLVED: That in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw (*Annex 'G' attached*).

Cllr Urwin, having declared a personal and prejudicial interest, as she is interested in the tenancy of 92 Southampton Road, left the meeting at 8.20pm prior to discussion on this item.

Cllr Woodfield, having declared a personal and prejudicial interest, as she has business interests in relation to this item, left the meeting at 8.20pm prior to discussion on this item.

F/4293
92 SOUTHAMPTON ROAD

The Town Clerk provided an update on termination of tenancy.

RESOLVED: That the Town Clerk's update be noted and the action taken approved.

There being no further business, the Chairman closed the meeting at 8.30pm