

OPEN SESSION: There were no members of the public present.

## **MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 20th February 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 D E Cracknell, Cllr N Clarke and Cllr L C Ford.

### Cllr M Daly

The Chairman reported that it was with great sadness that he formally reported the death of Cllr Malcolm Daly on 19<sup>th</sup> February following a long illness. Cllr Daly had served on the Council since 2005 from which time he had been a Member of the Recreation, Leisure & Open Spaces Committee, Planning, Town & Environment Committee and the Policy & Finance Committee. He had been elected as Vice-Chairman of the Recreation, Leisure & Open Spaces Committee in 2006 and became its Chairman in 2007. He had been a lifelong supporter of cricket in the town and was at the forefront of the Council's proposals for the improvement of sporting facilities for all age groups. He would be greatly missed by the Council and the community. The Committee sat in silent memory for the late Cllr Malcolm Daly.

### Declarations of Interest

There were none.

PRESENT: Cllr J D Heron (Chairman)  
Cllr N J Chard  
Cllr W S Rippon-Swaine  
Cllr B H Terry

IN ATTENDANCE: Terry Simpson, Town Clerk  
Martin Townsend, Finance Manager  
Rachel Giles, Student Adviser

## **F/4227**

### **MINUTES OF THE LAST MEETING**

**RESOLVED:** That the minutes of the meeting held on 23<sup>rd</sup> January 2008 be approved and signed as a correct record.

## **F/4228**

### **MONTHLY FINANCIAL REPORTS**

Members considered the Monthly Financial Reports attached to these minutes as *Annex 'A'*.

The Finance Manager reported that he now anticipated that the Council's net expenditure was likely to be very close to the original estimated outturn figures reported previously but a more detailed report would be made to a later 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.
- 5) That the Finance Manager's report and Summary Budget Reports be received and noted.

**F/4229****STREET LIGHTING MAINTENANCE CONTRACT**

The Town Clerk reported that Southern Electric Contracting had submitted a quotation for the maintenance of the seven new lighting columns on Carvers Recreation Ground. Based on a 2 year contract the cost to the Council would be £220.85 per annum. Although the County Council had agreed to meet the capital cost of the installation of the lights, revenue costs for maintenance and for electricity used would need to be met by the Town Council. Officers were not aware of other suitable and competent maintenance contractors available for this work in the town.

**RESOLVED:** That the quotation from Southern Electric Lighting Services for a 2 year contract in the sum of £220.85 per annum for maintenance of the seven street lighting columns on Carvers Recreation Ground be accepted.

**F/4230****TOWN PLAN CO-ORDINATING COMMITTEE**

The Town Clerk reported that once the Town Plan was published the Town Plan Co-ordinating Committee would have completed its work. However, there would be a need to continue with the liaison work with the community and he suggested that this could best be achieved through the Town Plan Partnership Steering Group and its focus groups. The Partnership Steering Group could report direct to Policy & Finance Committee from whom it would obtain its direction and control. Works arising from the Town Plan would, as originally envisaged, be managed through the appropriate Town Council programme Committee. The Student Advisors currently serving on the Town Plan Co-ordinating Committee could equally carry out their role as Advisors to the Town Plan Partnership Steering Group.

**RECOMMENDED:**

- (1) That with effect from the Annual Meeting in May 2008, the Town Plan Co-ordinating Committee be dissolved and the arrangements for dealing with issues arising from the Town Plan be dealt with in accordance with the arrangements outlined by the Town Clerk.
- (2) That appropriate arrangements be made to acknowledge the work undertaken by the Town Plan Co-ordinating Committee as part of the launch of the Town Plan.

**F/4231****RINGWOOD FESTIVAL**

Members considered the Minutes of the Ringwood Festival Steering Committee meeting held on 11 February 2008. (*Annex B*) The Town Mayor reported that the British Liver Trust had now confirmed its willingness to be involved in the Festival 2008 and in future they would be represented on the Festival Committee.

**RESOLVED:** That the Minutes of the Festival Steering Committee meeting held on 11 February 2008 be received and the proposals therein be approved.

**F/4232****ANNUAL ASSEMBLY**

Members noted that rooms at Greyfriars would be unavailable on 16 April for the Annual Assembly. However, the Ann Rose Room was available on 23 April which date was currently allocated for the Policy & Finance Committee meeting. Subject to Members agreement it would be possible to bring the Policy & Finance Committee meeting forward to 16 April to be held at Greenways and for the Annual Assembly to be put back one week to 23 April and held in the Ann Rose Room.

In addition to the annual reports of Chairmen, the Town Council normally arranged for a speaker at the Annual Assembly. The Town Clerk suggested that this might be an opportune time for Student Advisors to be introduced to the Annual Assembly and to invite the Student Advisors to give a presentation on how they

saw their role as Advisors to the Town Council. Other possible speakers at the meeting were also discussed.

**RECOMMENDED:**

- 1) That the Annual Assembly for 2008 be held in the Ann Rose Room at Greyfriars on Wednesday, 23 April 2008 and that the meeting of the Policy & Finance Committee scheduled for that day be brought forward and held on 16 April 2008;
- 2) That the Town Council's Student Advisors be invited to give a presentation outlining their roles as Advisors to the Town Council.

The Chairman closed the meeting at 7.26pm.