

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

MINUTES OF THE POLICY & FINANCE COMMITTEE

Held on 18th March 2009 at 7.00pm

Apologies

Prior to the commencement of the meeting, the Town Clerk reported that apologies for absence had been received from Cllr Woodfield, Cllr Terry, Cllr Urwin and Cllr Clarke.

Declarations of Interest

F/4379

Cllr Heron declared a personal and prejudicial interest in this item as he is a friend of the member of staff's spouse. Cllr Heron left the room and took no part in the discussion or decision made.

PRESENT: Cllr J D Heron (Chairman)
Cllr W S Rippon-Swaine (Vice Chairman)
Cllr N J Chard
Cllr L C Ford

IN ATTENDANCE: Terry Simpson, Town Clerk
Martin Townsend, Finance Manager
Claire Perrens, Meetings Administrator

F/4363

MINUTES OF THE LAST MEETING

RESOLVED: That the minutes of the meeting held on 18th February 2009, having been circulated, be approved and signed by the Chairman as a correct record.

F/4364

MONTHLY FINANCIAL REPORTS

Members considered the Monthly Financial Reports attached to these minutes as *Annex 'A'*. Members queried expenditure of £10.15 for a card from Waitrose in the List of Payments from Petty Cash Account. The Finance Manager checked the details which showed that this included refreshments for a meeting as well as the card which was actually £2.10. The Chairman was pleased to note that the Town Council's policy was to pay invoices upon receipt, particularly from small local firms, which will be of benefit to their cash flow.

RESOLVED:

- 1) That the list of cheque payments on the Imprest account be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 2) That the list of Petty Cash payments be authorised. Cllrs Heron and Rippon-Swaine 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 Rippon-Swaine signed the report.
- 5) That the Finance Manager's report and Summary Budget Reports be received and noted.
- 6) That a supplementary budget of £300 in 2009/10 be approved for an increase in the internal audit fee for carrying out the statutory internal audit on the 2008/09 accounts.

ACTION Martin Townsend

F/4365
INTERNAL AUDIT REPORT ON 2008/09 ACCOUNTS

Members considered whether they wish to have the detailed findings of the internal audit report for the 2008/09 accounts circulated, or made available for viewing at the office.

RESOLVED: That the synopsis only of the Internal Audit Report on 2008/09 Accounts be circulated to Members and that the full report be made available to view at the office or, if appropriate, on the website.

ACTION Martin Townsend / Jo Stannard (website)

F/4366
FINANCIAL SYSTEMS' CONTROLS

Members considered the Finance Manager's report on Risk Assessments of Financial Systems' Controls (*Annex 'B' attached*). Members commended the Finance Manager for the report, which is excellent.

RESOLVED: That the Financial Systems' Controls Risk Assessment report be approved.

ACTION Martin Townsend

F/4367
RINGWOOD FESTIVAL

Members considered the minutes of the meeting of the Ringwood Festival Steering Committee attached as *Annex 'C'*. The Chairman expressed regret that plans for a tribute band rock concert in the Market Place had been cancelled, but noted a smaller concert with local bands would be held on the Bickerley.

RESOLVED: That the minutes of the Ringwood Festival Steering Committee held on 16th March 2009, and the proposals therein, be approved.

ACTION Sue Godwin

F/4368
CHRISTMAS LIGHTS

Members received the report of the Christmas Lights Working Party held on Monday 16th March 2009 (*attached as Annex 'D'*).

RESOLVED: That the minutes of the Christmas Lights Working Party held on 16th March 2009, and the proposals therein, be approved.

ACTION Terry Simpson

F/4369
SCHEDULE OF MEETINGS 2009/10

Members considered the draft Schedule of Meetings for May 2009 to May 2010 (*Annex 'E'*).

RESOLVED: That the draft Schedule of Meetings for May 2009 to May 2010 be approved.

ACTION Claire Perrens

F/4370**SUMMER ENTERTAINMENT AT CARVERS 2009**

The Town Clerk reported on proposals for improvements to the planned children's entertainment at Carvers Recreation Ground. It had been suggested that an ice cream van would be a good idea. Members agreed that this was an excellent idea, whilst the children's entertainment is taking place, and possibly at weekends also.

RESOLVED: That a franchise license be offered for an ice cream van at Carvers Recreation Ground when Summer Entertainment for Children is held and at weekends.

ACTION Terry Simpson

F/4371**ICT SECURITY POLICY**

Following the recommendation in the 2007/08 Internal Audit Report to produce an ICT Security Policy, a document had been drafted based on the District Council's Policy. However, as the Council is in the process of entering into a new contract for IT Maintenance and Support, which will involve a review of systems and security, it is recommended that the draft Policy be appraised during this process and brought to Members for approval by July 2009.

RESOLVED: That the draft ICT Security Policy be deferred until July 2009.

ACTION Jo Stannard

F/4372**TWINNING**

Members considered Town Clerk's report on proposals for re-establishment of the twinning arrangement with Pont Audemer, France (*Annex 'F'*).

RESOLVED:

- 1) That, if possible, Councillors be appointed to drive the project forward;
- 2) That a public meeting be arranged within the town to ascertain support for and to obtain volunteers to serve on the Twinning Committee;
- 3) That notice of the meeting be published in the local press;
- 4) That all of those persons who have signified their interest in serving on a Twinning Committee be sent personal invitations to the meeting; and
- 5) That representatives of the Lymington Twinning Association be invited to attend the meeting and speak to those present about its twinning arrangement with its twin town, Vitre, in France; and
- 6) That the Manager of Greyfriars be advised of the public meeting.

ACTION Terry Simpson

F/4373**FRIENDS OF CASTLEMAN TRAIL**

Members considered whether to pursue the establishment of a Friends of Castleman Trail group (*Annex 'G'*). Despite two public appeals for volunteers, only six people have expressed an interest.

RESOLVED: That the establishment of a Friends of Castleman Trail be not further developed at present.

ACTION Terry Simpson

F/4374

TOAD CORNER PLAY AREA

The Town Clerk reported on action taken to instruct solicitors to complete the freehold acquisition of this open space, which has been maintained by the Council for some years. Although the area should have been transferred to the Town Council under a Section 52 agreement, this had never been actioned.

RESOLVED: That the action taken to instruct solicitors to complete the freehold acquisition of Toad Corner Play Area be approved.

ACTION Terry Simpson

F/4375

COMMUNITY FIRST MEMBERSHIP

Members considered whether to approve an application for full membership of Community First, New Forest (*Annex 'H'*).

RESOLVED: That application for membership of Community First, New Forest, be approved.

ACTION Terry Simpson

F/4376

GEOGRAPHICAL INFORMATION SYSTEM

Members considered a report on payment of Town and Parish Council contributions to New Forest District Council attached as *Annex 'I'*. Cllr Ford wished to record thanks to the Town Clerk and Deputy Town Clerk for driving forward this very important initiative.

RESOLVED:

- 1) That the Town Council agrees to carry out the task of collecting funds from Town and Parish Councils, on behalf of the District Council, for the GIS partnership for the next three years; but
- 2) That in the event that any Town or Parish does not make its contribution, then any shortfall in the total amount passed to the District Council be not met by Ringwood Town Council.

ACTION Terry Simpson / Martin Townsend

F/4377

EXCLUSION OF PUBLIC & PRESS

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 'J' attached*).

F/4378

TOWN 'CERTIFICATE OF RECOGNITION'

Members considered a nomination made by the Town Mayor for the Town's 'Certificate of Recognition'.

RECOMMENDED: That the nomination with an amendment to the actual recipient, following discussions with the Town Mayor, be approved.

ACTION Terry Simpson

**F/4379
STAFFING**

Cllr Heron declared a personal and prejudicial interest in this item as he is a friend of the member of staff's spouse. Cllr Heron left the room and took no part in the discussion or decision made.

The Town Clerk reported that an existing part-time member of staff, Alyson Greenfield, had been appointed to the previously approved temporary appointment to source grants.

RESOLVED: That the appointment for one year of Alyson Greenfield to work one half day per week to source grants be approved.

ACTION Jo Stannard

**F/4380
FIRST FLOOR OFFICE ACCOMMODATION**

Members considered possible short term proposals for extension of existing tenancies. Cllr Rippon-Swaine advised upon arrangements that would be necessary.

RESOLVED:

- 1) That the existing tenant be offered either a new short term tenancy for three months, or a new three month licence if practicable; and
- 2) That the sub tenant's contract be renewed under the tenant's contract or license as applicable.

ACTION Martin Townsend / Terry Simpson

**F/4381
IT MAINTENANCE AND SUPPORT**

Members considered a report on outcome of tender process provided by Cllrs Rippon-Swaine and Heron.

RESOLVED: That the appointment of Blue Chip as the Town Council's IT Maintenance and Support Contractor be approved.

ACTION Jo Stannard

There being no further business, the Chairman closed the meeting at 8.00pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED & ADOPTED
25th March 2009

TOWN MAYOR

COMMITTEE CHAIRMAN