

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

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

Held on 18<sup>th</sup> November 2009 at 7.00pm

**PRESENT:** Cllr J D Heron (Chairman)  
Cllr W S Rippon-Swaine (Vice Chairman)  
Cllr N J Chard  
Cllr N R G Clarke  
Cllr B H Terry  
Cllr M J Urwin  
Cllr B Woodifield

**IN ATTENDANCE:** Terry Simpson, Town Clerk  
Martin Townsend, Finance Manager  
Claire Perrens, Meetings Administrator  
Simon Hookins, Student Advisor  
Cassie Ware, Student Advisor  
Cllr Wiseman

### **F/4485 APOLOGIES**

The Town Clerk reported that apologies for absence had been received from Cllr Ford.

### **F/4486 DECLARATIONS OF INTEREST**

*F/4492 – GRANT AID Cllr Clarke declared a personal and prejudicial interest in 1) Forest Forge Theatre, as he is a trustee; he made a statement and left the room whilst this item was discussed, taking no part in the debate or decision made.*

*F/4492 – GRANT AID Cllr Heron declared a personal and prejudicial interest in 2) and 3) Ringwood Junior School, as his children attend the School; he made a statement and left the room whilst the item was discussed, taking no part in the debate or decision made. Cllr Rippon-Swaine took the Chair.*

### **F/4487 MINUTES OF THE LAST MEETING**

**RESOLVED:** That the minutes of the meeting held on 21<sup>st</sup> October 2009, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/4488 MONTHLY FINANCIAL REPORTS**

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

**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.

**ACTION Martin Townsend**

**F/4489  
COMMITTEE BUDGET 2010/11**

Members considered the Committee's budget for 2010/11 (*Annex 'B'*) which was presented by the Finance Manager. It was noted that 'Temporary Staff' currently included the Technical Officer's salary, but that this would be moved to the permanent staff budget, subject to the decision made under Staff Issues (Agenda Item 18 iii). Members debated which New Budget Proposals should be considered for 2010/11, noting the constraints necessary due to the current economic climate. These were ranked in priority order.

**RESOLVED:**

- 1) That the proposals in *Annex 'B'* Appendix B be approved for further consideration as part of the Council's overall budget;
- 2) That the proposals in Appendix B be ranked in order of priority as shown; and
- 3) That the initial draft base budget for 2010/11 in Appendix C be approved for final consideration at the next meeting

**ACTION Martin Townsend**

**F/4490  
FIRST DRAFT COUNCIL BUDGET 2010/11**

The Finance Officer presented the first draft Council budget and precept proposals for 2010/11 (*Annex 'C'*).

Members considered the proposed new bids for the Recreation, Leisure & Open Spaces and Planning, Town & Environment Committees. The Town Clerk suggested that the Planning Committee might reconsider the bid for Speed Indicator Devices, in the light of the cost in the current climate and likely benefit. Cllr Clarke agreed that the issue along Eastfield Lane was volume of traffic at peak times, not speed, and that the Committee would reconsider it at their next Meeting. The Chairman requested that, whilst prioritising their new bids, all Committees should only include essential items for 2010/11. The Chairman was of the opinion that expenditure should be restricted as far as possible in order to minimize any increase in Council Tax for 2010/11.

**RESOLVED:**

- 1) That the provisional base budget for the Recreation, Leisure & Open Spaces and Planning, Town & Environment Committees, as set out in *Annex 'C'* Appendix A, be noted;
- 2) That the proposed new bids for the Recreation, Leisure & Open Spaces and the Planning, Town & Environment Committees, as set out in *Annex 'C'* Appendix B, be noted;
- 3) That the above Committees reconsider and prioritise new bids in the light of discussions at this Meeting as detailed above;
- 4) That the Committee's own provisional base budget, as set out in *Annex 'B'* Appendix C, be noted; and
- 5) That the provisional priority proposals determined at this meeting in *Annex 'B'* Appendix B be noted.

**ACTION Martin Townsend**

**F/4491**  
**SPONSORSHIP**

Members considered Recommendation OS/5107 of the Recreation, Leisure & Open Spaces Committee held on 4 November:

- 1) That the application for Grant Aid for sponsorship of trophies for the Ringwood & Avon Valley League be supported;
- 2) That, as sponsor, the Town crest be included on the trophies

**RESOLVED:** That the above Recommendation be noted and considered under the next Agenda Item: Grant Aid

<b>ACTION</b> <b>Claire Perrens</b>
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**F/4492**  
**GRANT AID**

*F/4492 – GRANT AID Cllr Clarke declared a personal and prejudicial interest in 1) Forest Forge Theatre, as he is a trustee; he made a statement and left the room whilst this item was discussed, taking no part in the debate or decision made.*

*F/4492 – GRANT AID Cllr Heron declared a personal and prejudicial interest in 2) and 3) Ringwood Junior School, as his children attend the School; he made a statement and left the room whilst the item was discussed, taking no part in the debate or decision made. Cllr Rippon-Swaine took the Chair.*

Members considered the following applications for Grant Aid:

- 1) Forest Forge Theatre
- 2) Ringwood Junior School
- 3) Ringwood and Avon Valley League
- 4) Ringwood Rotary Club
- 5) Mr Roger Coleman MBE (*for publication of a book paying tribute to 7<sup>th</sup> Battalion (Territorial Force) The Hampshire Regiment Roll of Honour 1914-1919*)

**RESOLVED:**

- 1) That, under Section 137 of the Local Government Act 1972, a grant of £700 be awarded to Forest Forge Theatre, which was commended for the benefits it brought to young people in the Town;
- 2) That no grant be made to Ringwood Junior School for rugby kit;
- 3) That, under Section 137 of the Local Government Act 1972, a grant of £200 be awarded to Ringwood and Avon Valley League, for the purchase of trophies, subject to them obtaining match funding of £200, and the Ringwood Town crest being included on the trophies;
- 4) That, under Section 137 of the Local Government Act 1972, a grant of £150 be awarded to the Rotary Club for the Ringwood Christmas Eve Carol Service; and
- 5) That no grant be made to Mr Roger Coleman MBE.

<b>ACTION</b> <b>Alyson Greenfield</b>
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**F/4493**  
**RINGWOOD FESTIVAL**

Members considered the minutes of the meeting of the Ringwood Festival Steering Committee attached as *Annex 'D'*.

**RESOLVED:** That the minutes of the Ringwood Festival Steering Committee held on 2<sup>nd</sup> November 2009, and the proposals therein, be approved.

<b>ACTION</b> Sue Godwin
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**F/4494**  
**NEW FOREST DISTRICT COUNCIL PREPARATION OF SITES & DEVELOPMENT MANAGEMENT DEVELOPMENT PLAN DOCUMENT**

Members considered the Recommendation (*P/4711 – 6.11.09*) of the Planning, Town & Environment Committee regarding which sites within the Town to put forward as suitable housing and employment land for possible inclusion in the above (*Annex 'E'*)

**RESOLVED:** That the Recommendation (*P/4711 – 6.11.09*) of the Planning, Town & Environment Committee that the following sites be put forward to New Forest District Council for consideration for inclusion in the Sites and Development Management DPD be supported:

***For mixed housing and employment use:***

- i) The former Wellworthy site off Christchurch Road*
- ii) Land west of Crow Lane between the disused railway line and Crow Arch Lane*
- iii) Land west of Crow Lane between the disused railway line and Hightown Gardens*

***For housing:***

- i) Land to the rear of 88-98 Christchurch Road, subject to flood risk assessment*
- ii) Land at the rear of properties in Christchurch Road and lying between those properties and the sewage works off Hampshire Hatches Lane*
- iii) New Forest District Council depot site in Christchurch Road*

***For employment:***

- i) Land south of A31 and west of Nouale Lane*

**F/4495**  
**HAMPSHIRE FIRE AND RESCUE SERVICE PLAN 2010-13**

Members considered a response to the public consultation (*Annex 'F'*)

**RESOLVED:** That the Town Clerk be authorised to respond positively to all points in the Hampshire Fire and Rescue Service Plan questionnaire.

<b>ACTION</b> Terry Simpson
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**F/4496**  
**APPEAL PANEL**

The Committee considered appointment of Members to an Appeal Panel in the event of an appeal under the Freedom of Information Act.

**RESOLVED:** That the Chairman and Vice-Chairman of this Committee and Deputy Mayor be appointed to the Appeal Panel

**ACTION Terry Simpson**

**F/4497**  
**RINGWOOD LOYALTY CARD**

Further to information provided by Mr Stride at the previous Meeting during the Public Participation Session, Members considered whether to offer formal support for the Ringwood Loyalty Card, which is to replace the Ringwood Loyalty Discount Scheme in January 2010.

**RESOLVED:** That the plans for the Ringwood Loyalty Card be commended.

**ACTION Terry Simpson**

**F/4498**  
**NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The Town Clerk reported that Hampshire Association of Local Councils (HALC) was considering whether to withdraw from the National Association of Local Councils (NALC). Cllr Clarke had attended the NALC AGM and felt that, with pressure from member organisations, improvements were being made at NALC. The Town Clerk commented that there was not currently a viable alternative.

**RESOLVED:** That the Town Clerk, in consultation with the Chairman and Vice-Chairman of the Committee, and Cllr Clarke, be authorised to determine the response to a survey by Hampshire Association of Local Councils on continued membership of National Association of Local Councils

**ACTION Terry Simpson**

**F/4499**  
**MEMBER TRAINING ON CORE STRATEGY**

The Committee considered whether to authorise payment of expenses for Members attending training provided by New Forest District Council on the Core Strategy.

**RESOLVED:** That payment of reasonable travel expenses for Members attending training provided by New Forest District Council on the Core Strategy be approved.

**ACTION Martin Townsend**

**F/4500  
EXCLUSION OF PUBLIC & 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*).

**ACTION Claire Perrens**

**F/4501  
LETTING OF FIRST FLOOR OFFICES**

The Town Clerk reported on negotiations with a potential tenant.

**RESOLVED:** That the First Floor Offices be let to the proposed tenant at the agreed rent, for a term of five years, with a rent review after three years

**ACTION Terry Simpson**

**F/4502  
STAFF ISSUES**

*The Town Clerk left the room whilst the 'Grading arrangements of Town Clerk' was discussed.*

Members considered:

- i) Replacement of Technical Officer
- ii) Groundsmen - incremental scale (*Confidential Annex 'H'*)
- iii) Grading arrangements of Town Clerk (*Confidential Annex 'I'*)

Members agreed that the Technical Officer post was essential and more cost effective than employing consultants.

Cllr B Terry commented on the high quality of work provided by the Town Clerk, and the Deputy Town Clerk, and that the proposed grading arrangements were appropriate.

**RESOLVED:**

- 1) That the Technical Officer post be made permanent and the salary for one day per week be included in the base budget for 2010/11;
- 2) That the revised salary range for the groundsmen be approved from 1 April 2010; and
- 3) That the Town Clerk's salary scale reverts to its original scale with effect from 1st October 2009

**ACTION Martin Townsend**

There being no further business, the Chairman closed the meeting at 8.57pm.

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

RECEIVED & ADOPTED  
25<sup>th</sup> November 2009

TOWN MAYOR

COMMITTEE CHAIRMAN