



FERNDOWN TOWN COUNCIL

The Barrington Centre, Pennys Walk, Ferndown, Dorset, BH22 9TH
TEL: (01202) 892249, email: enquiries@ferndown.gov.uk

Dear Councillor,

You are hereby summoned to a meeting of the **RECREATION, LEISURE AND AMENITIES COMMITTEE** of the Ferndown Town Council on Monday 19 August 2019 at 7pm in the Conference Room at The Barrington Centre, Pennys Walk, Ferndown, BH22 9TH

Tina Dudley

Tina Dudley
Acting Town Clerk

13 August 2019

ATTENDANCE LIST

Cllr Terry Cordery
Cllr Mike Parkes
Cllr Nick Wellstead

Cllr Ian Flay
Cllr Krissy Stamp

Cllr Stuart Fleetham
Cllr Matthew Stickley

Ex officio members: Mayor and Deputy Mayor

AGENDA

1 Election of Chairman

To elect the Chairman for the remaining 2019/20 term of office.

2 Election of Vice Chairman

To elect the Vice Chairman for the remaining 2019/20 term of office.

3 Apologies for Absence

To approve by resolution any apologies received from Members and to note the reasons given.

4 Declarations of Interest

To note any declarations of interest made by Members in respect of items on this agenda.

5 Public participation

Members of the public may speak at this time for up to 3 minutes on any item(s) appearing on the public agenda (not pertaining to applications) to a total public participation time not exceeding 10 minutes. (In accordance with the adopted Standing Orders of Ferndown Town Council).

6 Terms of Reference

To review the Terms of Reference and make recommendation to Council.

7 Traffic Working Party, Terms of Reference and Appointment

To review and approve the Terms of Reference for the Traffic Working Party and to appoint 5 Members of the Council to the Traffic Working Party one of which shall be the Chairman.

8 Allotment Working Party, Terms of Reference and Appointment

To review the Terms of Reference for the Allotment Working Party and to appoint 3 Members of the Recreation, Leisure and Amenities Committee to the Allotment Working Party one of which shall be the Chairman.

9 Recreation, Leisure and Amenities Budget Comparison 1 April 2019– 30 June 2019

To receive a report on the Recreation, Leisure and Amenities Committee budget for 1 April 2019 to 30 July 2019.

10 Request for Refuse Bin – Dormy Road/New Road

To consider a request from residents of Dormy Crescent for a refuse bin to be placed on the junction of Dormy Road/New Road.

11 Plastic Free Status

To support Plastic Free Ferndown initiative and agree that the Council will remove all single use plastic from all of its operations.

12 Correspondence

To be advised of and consider any other relevant correspondence received by Clerk to the Committee.

13 Date of the Next meeting

To note that the next meeting of the Recreation, Leisure and Amenities will be held at 7.00pm on 7 October 2019 at the Barrington Centre, Pennys Walk, Ferndown BH22 9TH.

Distribution list

All Town Councillors
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Amenities, Leisure and Recreation 3.

RECREATION, LEISURE AND AMENITIES COMMITTEE**TERMS OF REFERENCE****TO BE ADOPTED**

The Recreation Leisure and Amenities Committee will consist of 7 Members of the Town Council

The Committee has responsibility and delegated power for:-

- Buildings owned or leased to the Council
 - Capital Assets
 - Not for profit Commercial Operations
 - Youth Services
 - Highways, Footpaths and Waterways including monitoring the tidiness of the town
 - Street Furniture including notice boards and street lighting
 - Sport, Recreation and Play Areas including equipment
 - Allotments, to manage and monitor the allotment site at Longham
 - The Towns Lengthsman
-
- To consider any burial issues
 - To determine the amount of budget requested for its activities and to make recommendation to the Finance and General Purposes Committee for the necessary precept.

Delegated to 3 of the Mayor, Deputy Mayor, Chairman and Vice Chairman of the Committee (acting together)

At the request of the Town Clerk and in circumstances deemed to be exceptional and urgent (e.g. health and safety matters) to exercise any powers within the purview of their Committee provided they are satisfied that the decision cannot wait for the next meeting, is not against known Council policy, is financially viable or defensible and is reported to the next ordinary meeting of the Committee. In the event that the Chairman and/or Vice Chairman are absent and cannot be contacted, then this power shall pass

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Amenities, Leisure and Recreation

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to the Town Mayor and/or Deputy Town Mayor of the Council or another member acting with one of those members.

3	Terms of Reference	3
3.1	Environment Committee	3.1
3.1.2	Traffic Working Party	3.1.2

TRAFFIC WORKING PARTY

TERMS OF REFERENCE

TO BE ADOPTED

1. The Traffic Working Party (WP) shall meet at least quarterly until dissolved by the Recreation, Leisure and Amenities Committee, to whom all its recommendations, reports and findings shall be forwarded to; it having no executive powers.
2. It shall be chaired by a member of the Recreation, Leisure and Amenities Committee and shall be made of no more than four other members of the council. Non councillors may be co-opted onto the WP, to a maximum of four.
3. The WP shall be quorate with three attendees.
4. Meetings shall be held in a public place, and all minutes should be forwarded to the Chairman of the Recreation, Leisure and Amenities Committee, for inclusion on an appropriate Agenda.
5. Its aim is to consider all priority traffic related issues as described under in (6), in support of the Recreation, Leisure and Amenities Committee.
6. The WP shall include in its work-plan all traffic related issues from the Ferndown Town Plan, and any other similar issues passed to it by the Recreation, Leisure and Amenities Committee, from time to time.
7. The WP will encourage all people affected by any proposals and issues to be involved in considering potential solutions.
8. The rationale of the WP is to collect and consider evidence bases, consult and partner with appropriate agencies and individuals, working towards recommending changes to the Recreation, Leisure and Amenities Committee that benefit the majority of Ferndown residents.

ALLOTMENTS WORKING PARTY

TERMS OF REFERENCE

TO BE ADOPTED

Membership

Membership of the Working Party shall consist of a Member of the Recreation, Leisure and Amenities Committee as Chairman, two additional Members of the RLA Councillors and two Members of the Ferndown Allotments Association (FAA).

Terms of Reference

1. Prepare a Five Year Development Plan for Longham Allotments for approval by the Recreation, Leisure and Amenities Committee. The plan should:
 - a. Cover FTC financial years 2019/24
 - b. Include in order of priority 1. drainage, 2. irrigation, 3. tree belt and 4. exit access as agreed in FTC minute 14/124
 - c. Include other items requested by and to be funded by the FAA e.g.: composting toilet and clubhouse
2. The Working Party has delegated power to authorise expenditure on minor works within current budget such as plot divisions as plots become vacant, and repairing potholes.
3. Make recommendations to Recreation, Leisure and Amenities Committee on any other matters relating to Longham Allotments and its administration/governance.
4. The Working Party will report to Recreation, Leisure and Amenities Committee after every meeting and at least annually.

Financial Budget Comparison

Comparison between 01/04/19 and 30/06/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	19/20	Actual Net	Balance
INCOME			
COUNCIL			
199 PRECEPT	£653,480.00	£326,740.00	-£326,740.00
Total COUNCIL	£653,480.00	£326,740.00	-£326,740.00
RECREATION, LEISURE & AMENITIES			
100 GENERAL			
100/4 Grants from Outside Bodies	£4,999.00	£0.00	-£4,999.00
100 Total	£4,999.00	£0.00	-£4,999.00
101 LENGHTMANS SCHEME			
101/2 General Income - Lenghman	£5,200.00	£0.00	-£5,200.00
101 Total	£5,200.00	£0.00	-£5,200.00
102 FORD LANE			
102/1 Football Pitch Hire	£500.00	£0.00	-£500.00
102/2 Field Hire	£50.00	£0.00	-£50.00
102 Total	£550.00	£0.00	-£550.00
105 ALLOTMENTS			
105/1 Rental Received	£3,600.00	£244.44	-£3,355.56
105 Total	£3,600.00	£244.44	-£3,355.56
110 YOUTH SERVICES			
110/1 Room rental	£6,000.00	£802.50	-£5,197.50
110/2 Subscriptions	£2,400.00	£1,187.95	-£1,212.05
110/3 DCC Youth Provision Fund	£0.00	£0.00	£0.00
110/4 Tuck shop	£4,000.00	£1,839.95	-£2,160.05
110/5 Events	£0.00	£70.00	£70.00
110/6 Donations for Youth Centre Summer Activities	£0.00	£0.00	£0.00
110 Total	£12,400.00	£3,900.40	-£8,499.60
Total RECREATION, LEISURE & AMENITIES	£26,749.00	£4,144.84	-£22,604.16
FINANCE & GENERAL PURPOSES COM			
121 BANK INTEREST			
121/1 Bus Inst Acc a/c interest	£20.00	£8.16	-£11.84
121/2 Treasury a/c Interest	£0.00	£0.00	£0.00
121 Total	£20.00	£8.16	-£11.84
124 CCLA - Dividend reinvestment	£2,000.00	£939.29	-£1,060.71
125 VAT Refund	£0.00	£0.00	£0.00
126 KGV Salary Adjustment	£0.00	£0.00	£0.00
128 KGV Admin Expenses	£0.00	£0.00	£0.00
129 General Income	£1,000.00	£106.85	-£893.15
130 KGV Expenditure reclaimed (see heading 222/10)	£500.00	£236.14	-£263.86
131 Public Works Loan	£0.00	£399,822.56	£399,822.56
Total FINANCE & GENERAL PURPOSES COM	£3,520.00	£401,113.00	£397,593.00

Financial Budget Comparison

Comparison between 01/04/19 and 30/06/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	19/20	Actual Net	Balance
Total Income	£683,749.00	£731,997.84	£48,248.84
EXPENDITURE			
PLANNING CONSULTATIVE COMM			
230	PLANNING EXPENSES		
230/1	General Administration	£0.00	£0.00
230/2	Parish Poll	£20,000.00	£20,000.00
230	Total	£20,000.00	£20,000.00
Total PLANNING CONSULTATIVE COMM		£20,000.00	£20,000.00
RECREATION, LEISURE & AMENITIES			
200	WORK CARRIED OUT BY KGV FOR FTC	£21,500.00	£21,500.00
201	LENGTHMAN SCHEME		
201/1	Tools & Equipment	£1,500.00	£95.37
201/2	Machinery	£3,000.00	£0.00
201/3	Machinery Repairs	£750.00	£0.00
201/4	Waste Disposal	£3,500.00	£1,774.11
201/5	Contractor Fees	£500.00	£2,982.75
201/6	Hire Charges	£600.00	£0.00
201/7	Lengthsman vehicle Maintenance	£500.00	£0.00
201/8	Fuel	£1,500.00	£0.00
201/9	Vehicle Insurance	£1,100.00	£812.02
201	Total	£34,450.00	£5,664.25
202	FORD LANE RECREATION GROUND		
202/1	Grounds Maintenance	£1,000.00	£82.33
202/2	Football Pitch	£1,200.00	£967.20
202/3	Maintenance of changing room	£500.00	£0.00
202/4	Playground	£0.00	£0.00
202/5	Electricity	£210.00	£25.47
202/6	Water	£50.00	£0.00
202/10	Seats and Bins	£200.00	£0.00
202/11	BMX Track	£0.00	£129.90
202/12	Tree Inspection/Maintenance	£1,500.00	£0.00
202	Total	£4,660.00	£1,204.90
203	DUGDELL CLOSE PLAYGROUND		
203/1	Grounds Maintenance	£200.00	£446.81
203/2	Equipment Replacement	£1,000.00	£0.00
203	Total	£1,200.00	£446.81
204	OTHER AREAS		
204/2	Street Lighting	£1,200.00	£0.00
204/3	Noticeboards	£800.00	£0.00
204/4	Signs	£400.00	£0.00

Financial Budget Comparison

Comparison between 01/04/19 and 30/06/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		19/20	Actual Net	Balance
204/5	Bins	£400.00	£0.00	£400.00
204/6	Benches and Seats	£500.00	£0.00	£500.00
204/11	Adverse Winter Weather Policy	£250.00	£0.00	£250.00
204/12	World War 1 commemorations	£0.00	£0.00	£0.00
204/13	KGV Playground	£0.00	£0.00	£0.00
204	Total	£3,550.00	£0.00	£3,550.00
205	CHRISTMAS DECORATIONS			
205/1	Installation	£11,300.00	£0.00	£11,300.00
205	Total	£11,300.00	£0.00	£11,300.00
206	CAPITAL PROJECTS			
206/2	New Flower Beds	£0.00	£0.00	£0.00
206/3	Bus Shelters	£6,000.00	£0.00	£6,000.00
206/5	Skatepark development	£0.00	£0.00	£0.00
206/6	Highway Bollards	£0.00	£0.00	£0.00
206	Total	£6,000.00	£0.00	£6,000.00
207	FLORAL DISPLAYS			
207/1	Roundabouts	£0.00	£0.00	£0.00
207/2	Victoria Rd/Ringwood Rd	£0.00	£0.00	£0.00
207/3	Other areas	£5,000.00	£0.00	£5,000.00
207	Total	£5,000.00	£0.00	£5,000.00
208	CONTINGENCY	£2,000.00	£0.00	£2,000.00
209	ALLOTMENTS - Longham			
209/2	Grounds maintenance	£3,000.00	£192.99	£2,807.01
209/3	Capital Items	£3,000.00	£0.00	£3,000.00
209	Total	£6,000.00	£192.99	£5,807.01
215	YOUTH SERVICES			
215/1	Heat/Light/Services	£10,000.00	£2,140.88	£7,859.12
215/2	Salaries inc on costs	£0.00	£0.00	£0.00
215/3	Consumables	£2,500.00	£430.09	£2,069.91
215/4	Reserve	£4,000.00	£0.00	£4,000.00
215/5	Programmes	£1,500.00	£120.10	£1,379.90
215/6	Tuck shop	£3,000.00	£1,225.16	£1,774.84
215/7	Cleaning	£0.00	£0.00	£0.00
215/8	DBS checks	£300.00	£54.00	£246.00
215/9	Replacement equipment	£1,000.00	£55.54	£944.46
215	Total	£22,300.00	£4,025.77	£18,274.23
216	Riffs			
216/1	Summer activities (grant received from DCC)	£0.00	£0.00	£0.00
216	Total	£0.00	£0.00	£0.00
Total RECREATION, LEISURE & AMENITIES		£117,960.00	£11,534.72	£106,425.28
FINANCE & GENERAL PURPOSES COM				
220	STAFF COSTS			

Financial Budget Comparison

Comparison between 01/04/19 and 30/06/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		19/20	Actual Net	Balance
220/1	Salaries	£235,000.00	£44,603.33	£190,396.67
220/2	Employers NI	£18,800.00	£2,943.13	£15,856.87
220/3	Superannuation Employer	£23,200.00	£5,996.71	£17,203.29
220/4	Superannuation - Employee	£0.00	£2,752.94	-£2,752.94
220/5	Tax	£0.00	£5,209.05	-£5,209.05
220/6	Employee NI	£0.00	£3,716.40	-£3,716.40
220	Total	£277,000.00	£65,221.56	£211,778.44
221	TOWN COUNCIL OFFICES			
221/1	Office Rent	£12,000.00	£0.00	£12,000.00
221/3	Office Equipment	£850.00	£0.00	£850.00
221/4	Capital Office Equipment	£1,000.00	£0.00	£1,000.00
221/5	Room Hire	£1,350.00	£668.25	£681.75
221/7	Cleaning	£1,100.00	£0.00	£1,100.00
221/8	Services - Water/Elec/etc	£700.00	£0.00	£700.00
221/9	Members Tablets	£7,000.00	£0.00	£7,000.00
221	Total	£24,000.00	£668.25	£23,331.75
222	GENERAL ADMINISTRATION			
222/1	Postage	£1,250.00	£208.56	£1,041.44
222/2	Stationery	£1,500.00	£34.07	£1,465.93
222/3	Phone/Fax/Broadband	£1,600.00	£1,605.93	-£5.93
222/4	Copier Lease	£3,390.00	£775.70	£2,614.30
222/5	Copier Charges	£1,000.00	£225.68	£774.32
222/6	Insurance	£3,100.00	£0.00	£3,100.00
222/7	Website	£0.00	£0.00	£0.00
222/9	Publications	£100.00	£34.00	£66.00
222/10	KGV Expenditure(to be reclaimed)	£200.00	£202.97	-£2.97
222	Total	£12,140.00	£3,086.91	£9,053.09
223	ADVERTISING AND PUBLICITY	£250.00	£0.00	£250.00
224	PROFESSIONAL FEES			
224/1	Audit Fees	£2,500.00	£0.00	£2,500.00
224/2	Professional Fees	£7,000.00	£6,219.15	£780.85
224/3	Training			
224/3/1	Staff training	£1,500.00	£65.00	£1,435.00
224/3/2	Councillor training	£750.00	£0.00	£750.00
224/3/3	DAPTC	£1,600.00	£70.00	£1,530.00
224/3	Total	£3,850.00	£135.00	£3,715.00
224/4	Subscriptions	£900.00	£1,634.73	-£734.73
224/5	Course and Conference	£1,100.00	£0.00	£1,100.00
224/6	Travel Expenses	£750.00	£2.37	£747.63
224/7	IT Support	£6,500.00	£850.72	£5,649.28
224	Total	£26,450.00	£8,841.97	£17,608.03
225	ELECTED MEMBERS ALLOWANCES	£12,000.00	£4,183.35	£7,816.65

Financial Budget Comparison

Comparison between 01/04/19 and 30/06/19 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

	19/20	Actual Net	Balance	
226	CIVIC FUNCTION FUND			
226/1	Mayors Allowance	£2,000.00	£0.00	£2,000.00
226/2	Civic Events	£4,000.00	£1,128.99	£2,871.01
226/3	Civic Regalia	£1,000.00	£0.00	£1,000.00
226/4	Mayoral Charity	£0.00	£0.00	£0.00
226	Total	£7,000.00	£1,128.99	£5,871.01
240	GRANT AID			
240/2	Barrington Centre	£10,000.00	£0.00	£10,000.00
240/3	Community Halls, Voluntary org and charitable org	£4,000.00	£1,980.00	£2,020.00
240/4	Citizens Advice Bureau	£7,000.00	£7,000.00	£0.00
240/5	King Georges Field Charity	£113,450.00	£56,725.00	£56,725.00
240/6	Community Benefit Grant	£4,999.00	£0.00	£4,999.00
240	Total	£139,449.00	£65,705.00	£73,744.00
260	Reserves			
260/1	Replacement Lengthsman Vehicle	£2,000.00	£0.00	£2,000.00
260/2	Elections	£3,500.00	£0.00	£3,500.00
260/4	Christmas Decorations	£1,500.00	£0.00	£1,500.00
260/6	Devolved Services Reserve	£0.00	£0.00	£0.00
260/7		£0.00	£0.00	£0.00
260	Total	£7,000.00	£0.00	£7,000.00
270	PWLB Repayment	£60,000.00	£0.00	£60,000.00
271	KGV Re-development project	£0.00	£103,761.74	-£103,761.74
2119	CAPITAL ASSET	£0.00	£0.00	£0.00
	REPLACEMENT RESERVE			
Total FINANCE & GENERAL PURPOSES COM	£565,289.00	£252,597.77	£312,691.23	
	THE NATURAL ENVIRONMENT COMM			
213	NEW PROJECTS			
213/1	Ferndown Forest and Stour Trail	£500.00	£0.00	£500.00
213/2	Footpath Guides	£0.00	£0.00	£0.00
213/3	Nature Walks	£0.00	£0.00	£0.00
213/4	Ferndown Ecology Project	£1,500.00	£0.00	£1,500.00
213	Total	£2,000.00	£0.00	£2,000.00
Total THE NATURAL ENVIRONMENT COMM	£2,000.00	£0.00	£2,000.00	
Total Expenditure	£705,249.00	£264,132.49	£441,116.51	
Total Income	£683,749.00	£731,997.84	£48,248.84	
Total Expenditure	£705,249.00	£264,132.49	£441,116.51	
Total Net Balance	-£21,500.00	£467,865.35		