

FERNDOWN TOWN COUNCIL

Minutes of the Finance and General Purposes Committee held on Monday 12 April 2021 at 7.00pm via Zoom.

Present: Councillors: T Cordery (Chairman), P Hanson Graham (Vice Chairman), C Lugg, M Parkes, J Robinson.
 Officers: L Harrison (Town Clerk/RFO), T Dudley (Committee Administrator), and Trudy Sollazzo (Finance Officer).
 Members of the public: two.

447	<p>The meeting was opened by holding a one-minute silence in recognition of HRH The Duke of Edinburgh who sadly passed away on Friday 9th April 2021.</p> <p>Apologies for absence Apologies were received from Cllrs Miller (personal reason) and Wilson (work commitment). It was proposed by Cllr Robinson that the apologies for Cllrs Miller and Wilson were accepted, seconded by Cllr Hanson Graham and agreed.</p> <p>Resolved: the apologies for Cllrs Miller and Wilson were accepted.</p>
448	<p>Declarations of interest and dispensations</p> <p>None.</p>
449	<p>Public participation</p> <p>None.</p>
450	<p>It was proposed by Cllr Robinson that the minutes of the meeting held on 22 February 2021 be agreed as a true and accurate record of proceedings and be duly signed by the Chairman when appropriate, seconded by Cllr Hanson Graham and agreed.</p> <p>Resolved – the minutes of the meeting held on 22 February 2021 were agreed as a true and accurate record of proceedings and were</p>

Minutes of Finance and General Purposes Committee Meeting 12 April 2021
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	to be duly signed by the Chairman when appropriate.
451	<p>It was agreed that item 11 on the agenda (grant application form the local Royal Air Force Cadet group) was moved to the next item if business to facilitate a member of the public present at the meeting,</p> <p>Grant application</p> <p>The member of the public addressed the Committee with background information on the grant request and confirmed that the grant was for purchasing equipment to support participation of the Duke of Edinburgh Award Scheme, which were currently numbered at 8 and were hoping to increase to 20. Cllr Parkes proposed a grant of £500.00 be awarded, seconded by Cllr Robinson and agreed by all.</p> <p>Resolved: the local Royal Air Force Cadet group be awarded a grant of £500.00.</p> <p>Members informed the member of the public that if number of participants increased the organisation was free to make a further grant aid request. The member of the public thanked the members for their support and left the meeting.</p>
452	<p>Matters to report from the Town Clerk in relation to agenda item 4.</p> <p>The Town Clerk confirmed Council's insurance Fidelity Guarantee cover had been increased to £1,000.000 without any additional cost to Council and the cover for the Youth Centre building had been removed and as a result Council had received a credit.</p> <p>The Town Clerk confirmed that the valuations had taken place and the final report was to be presented to the Committee at a future meeting once received.</p> <p>It was noted that payment authorisation item was to be considered later on the agenda (item 8).</p> <p>The town Clerk confirmed the staffing requirements related to the Transparency Code regulations (Council's website) and the Barrington Centre were to be considered by the respective Committee's.</p>

Minutes of Finance and General Purposes Committee Meeting 12 April 2021
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	Cllr Parkes left the meeting due to technical difficulties.
453	<p>Finance reports</p> <p>The budget comparison report was noted.</p> <p>The paid expenditure transactions from 1 to 28 February 2021 and 1 February 20 31 March 2021, and income from 1 to 28 February 2021 and 1 February 20 31 March 2021, were noted.</p> <p>It was noted that expenditure had exceeded the budget 2020/2021 and it was agreed that further scrutiny of the budget would be undertaken throughout the year by the Committee. It was confirmed that a list of recharged expenditure to KGV would be provided to Members following the meeting.</p> <p>Cllr Robinson proposed that the bank reconciliation for month ending February 2021 be approved, seconded by Cllr Lugg and agreed by all.</p> <p>Resolved: the bank reconciliation for month ending February 2021 was approved.</p> <p>The Finance Officer left the meeting.</p>
454	<p>Governance documents review</p> <p>Cllr Lugg proposed that an additional meeting of the Committee be convened on Thursday 22 April 2021 in order to review the governance documents (Mayor Making Policy, Officer Member Protocol, Media Policy, CCTV Policy, Health and Safety Policy, Royal/Dignitary Death Protocol, Councillor Vacancy Policy), seconded by Cllr Hanson Graham and agreed by all.</p> <p>Resolved: an additional meeting of the Committee was to be convened on 22 April 2021 to review the governance documents (Mayor Making Policy, Officer Member Protocol, Media Policy, CCTV Policy, Health and Safety Policy, Royal/Dignitary Death Protocol, Councillor Vacancy Policy).</p>
455	Meeting protocol from 6 May 2021

Minutes of Finance and General Purposes Committee Meeting 12 April 2021
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	<p>Cllr Robinson proposed that the Annual Council meeting was to take place on Monday 17 May 2021 in a suitable location to allow social distancing should regulations not allow for virtual meeting, seconded by Cllr Hanson Graham and agreed by all.</p> <p>Resolved: the Annual Council meeting was to take place on Monday 17 May 2021 in a suitable location to allow social distancing should regulations not allow for virtual meeting.</p> <p>Cllr Robinson proposed that option 5.2 on appendix 13 (delegated authority to the Proper Officer) be approved with regards to meeting protocol from 6 May until the time the government announced the country was back to normal following the COVID pandemic, seconded by Cllr Lugg and agreed by with one against.</p> <p>Resolved: option 5.2 on appendix 13 (delegated authority to the Proper Officer) was approved with regards to meeting protocol from 6 May until the time the government announced the country was back to normal following the COVID pandemic.</p> <p>Cllr Lugg raised the query as to whether Ferndown Town Council should be holding any meetings during the national period of mourning. It was agreed that the meeting would continue. <i>The Town Clerk has subsequently taken the following advice: Full Council meetings should not go ahead between 10th and 20 April. Any Committee meetings that take place during this period that make any resolutions will require ratification at the next Full Council meeting.</i></p>
456	<p>Payment authorisation process</p> <p>Cllr Lugg proposed that option 3 for the authorisation of payments on appendix 14 be approved, seconded by Cllr Robinson and agreed by all.</p> <p>Resolved that option 3 for the authorisation of payments on appendix 14 be approved.</p>
457	<p>Scout's request</p> <p>It was agreed that the historic procedure for the Scouts ground rent and grant requests would be reviewed by the Town Clerk and reported back at the next Committee meeting.</p> <p>Cllr Lugg proposed that the rent payment of £775 for the Scout Association be waived for the financial year 2020/2021, seconded by Cllr Hanson Graham and agreed by all.</p>

	<p>Resolved: Scout Association ground rent fee of £775 for the financial year 20220/2021 was waived.</p>
458	<p>Direct Debits</p> <p>Council's current direct debits were noted.</p>
459	<p>Debtors</p> <p>The current Council debtors were noted. Members agreed that the organisation with the outstanding debt to the value of £180.00 would be referred to as a bad debtor moving forward and that payment would not be pursued.</p> <p><i>Subsequent to the meeting the Town Clerk received confirmation that the debt of £180 had been paid on Friday 9 April 2021. The above minute will be reviewed by FGPC at its next meeting.</i></p>
460	<p>Terms of Reference</p> <p>Cllr Lugg proposed that the amended and updated Terms of Reference be approved and adopted by the Committee, seconded by Cllr Cordery and agreed by all.</p> <p>Resolved: the amended and updated Terms of Reference were approved and adopted by the Committee.</p>
461	<p>The Chairman proposed that standing order item 3x be suspended (meetings to stop at 9pm), seconded by Cllr Robinson and agreed by all.</p> <p>Resolved: standing order item 3x was suspended.</p> <p>Public Works Loan</p> <p>Cllr Lugg proposed that the request from the BCMC in relation to a PWL be referred to Full Council for determination, seconded by Cllr Robinson and agreed by all.</p> <p>Resolved: the request from the BCMC for a Public Works Loan was</p>

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	referred to Full Council.
462	<p>Council's Action Plan</p> <p>It was agreed that the Action Plan would be referred for review to a new Task and Finish Group and the Clerk would ask all Members of the Council via to express an interest on being on the Group.</p>
463	<p>Date of next meeting and close of meeting.</p> <p>It was noted that the next meeting of the F&GP Committee would be held on 22 April at 7.00pm. The Chairman thanked staff and members for the participation and closed the meeting at 9.16pm.</p>

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