

FORDBRIDGE TOWN COUNCIL

MINUTES OF MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE HELD ON 13TH APRIL 2015

PRESENT: Councillor C. McLaughlin (in the Chair)
P. Allen
H. Bennett-Watson
K. Dooley
S. McLaughlin
F.A. Nash
F.V. Nash
L. Sorrell

1. APOLOGIES

An apology for non-attendance from Councillor Kimberley was received and noted.

2. DECLARATIONS OF INTEREST BY MEMBERS RELATING TO ITEMS ON THE AGENDA

There were no declarations of interest made by members relating to items on the agenda.

3. MINUTES

RESOLVED that the Minutes of the Meeting of the Committee held 23rd February 2015 be approved and signed by the Chairman as a correct record of the proceedings

4. REPORT BY THE CLERK TO THE COUNCIL: INCOME FROM HIRE OF THE FORDBRIDGE CENTRE

The Clerk submitted a report, for members' information, detailing income from hire of the Fordbridge Centre in the current financial year, and also the two previous financial years. The detailed information is set out in Appendix A.

5. CONSIDERATION OF A REPORT BY THE CLERK TO THE COUNCIL: MONTHLY EMPLOYEE COSTS

The Clerk submitted a report, for members' information, detailing the monthly employee costs for the previous month. The detailed information is set out in Appendix B.

6. RE-SURFACING THE CAR PARK AT THE FORDBRIDGE CENTRE

The Clerk reported that the car park was now in reasonably urgent need of re-surfacing. The Council had built up a fund and he had obtained an estimated figure for undertaking the work of £19,215.62.

RESOLVED that the Clerk proceed with obtaining formal tenders for removing the existing block work, re-surfacing the car park and marking with white lines

7. COMPLETION OF INTERNAL DECORATION AT THE FORDBRIDGE CENTRE

The Clerk reminded members that they had agreed that decoration of the main hall and lounge should be undertaken in one financial year and the rest of the building in the following year. He suggested that the remaining parts of the building now required attention.

RESOLVED that the Clerk proceed with obtaining a quotation for decoration of the meeting rooms, toilets and kitchen

8. STAGING A CHRISTMAS FUNCTION FOR USERS OF THE FORDBRIDGE CENTRE

Members were asked to consider holding a Christmas function for users of the Fordbridge Centre utilising funds previously used for the Fun Day

- RESOLVED i) that the Council agree in principle to provide a Christmas party for users of the Fordbridge Centre
ii) that the matter be referred to the Events Sub-Committee to produce a draft plan to then be considered by the Council

9. CONSIDERATION OF ALTERNATIVE PROJECTS UTILISING THE FUNDS PREVIOUSLY USED FOR THE FUN DAY

Members were asked to consider alternative suggested projects utilising funds previously used for the Fun Day.

- RESOLVED that the Clerk obtain a quotation for extending the conifer hedge on the boundary of the Fordbridge Centre

10. REVIEW OF THE COUNCIL'S RESPONSIBILITY IN RESPECT OF RISK ASSESSMENT AND MANAGEMENT

The Clerk reported that the Council should have in place a system to help it manage risk, particularly as the Council must give an assurance on its annual return each year that it has carried out an assessment of the risks facing it and taken appropriate steps to manage those risks. He submitted a document setting out the risks facing the Council and details of the controls or insurance currently in place to manage the various risks. He reported that he intended to approach the Council's internal auditor for advice to ensure that the Council meets its obligation to HMRC and HMCE

- RESOLVED that the contents of the document and the proposed further action be approved

11. PURCHASING A CARPET CLEANER FOR USE AT THE FORDBRIDGE CENTRE

The Clerk reported that the cleaning staff had suggested that the Council purchase a carpet cleaner for use at the Fordbridge Centre, ensuring that spillages etc can be cleaned more effectively and quickly.

- RESOLVED that the Clerk be authorised to purchase a carpet/upholstery cleaner to the value of £150

The meeting closed at 8.40 p.m.

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CHAIRMAN

FORDBRIDGE TOWN COUNCIL

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APPENDIX A

Income from hire of the Fordbridge Centre

	2011/12	2012/13	2013/14	
	£	£	£	
April	2,066.00	2,361.00	1,309.00	1,665.00
May	2,518.00	1,738.00	1,710.00	3,330.00
June	1,660.00	2,039.00	1,468.00	5,000.00
July	2,021.00	1,905.00	2,298.00	6,665.00
August	1,786.00	1,616.00	954.00	8,330.00
September	2,031.00	1,383.00	2,099.00	10,000.00
October	2,170.00	1,725.00	1,459.00	11,665.00
November	2,326.00	2,363.00	1,115.00	13,330.00
December	1,771.00	1,788.00	856.00	15,000.00
January	1,543.00	2,077.00	1,719.00	16,665.00
February	1,798.00	1,343.00	1,383.00	18,330.00
March	<u>2,360.00</u>	<u>2,278.00</u>	<u>1,508.00</u>	
	24,050.00	22,616.00	17,878.00	20,000.00

APPENDIX B

Monthly Employee Costs

February 2015:

Salaries & Wages	£3,139.91
Employer's NI	£175.51
Employer's Pension Contributions	£349.45

March 2015:

Salaries & Wages	£3,299.24
Employer's NI	£202.46
Employer's Pension Contributions	£387.15