



Christchurch Town Council

Old Town Hall
30 High Street
Christchurch
Dorset, BH23 1EA

Resources Committee Agenda

Tuesday, 8 December 2020, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities on **Tuesday, 8 December 2020 at 6.00pm.**

Membership:

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A E Coulton

Cllr M Cox

Cllr V Charrett

Cllr C A Gardiner

Cllr W Grace

Cllr F F T Neale

Cllr Mrs S Spittle

Cllr M J Tarling

Members of the public wishing to attend the meeting should use the link:

<https://zoom.us/j/93295567602?from=addon>

Meeting ID: 932 9556 7602

Passcode: 297102

The business to be transacted is set out overleaf

Daniel Lucas

Town Clerk

2 December 2020

Agenda

1. Apologies for Absence

To receive apologies for absence.

2. Declaration of Interests

Members are reminded that any disclosable pecuniary interests must be declared including any issues which may arise through predetermination of bias.

3. Minutes of the Previous Meeting

3 - 6

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 3 November 2020 (copy attached). Exempt Minutes withheld from agenda pack but to be confirmed also.

4. Public Participation

In accordance with the Council's Standing Orders the period of time designated for Public Participation cannot exceed 15 minutes unless directed by the Chairman of the meeting and a member of the public shall not speak for more than 5 minutes.

5. Public Questions

Members of the public who wish to ask a question at the meeting shall give notice to the Town Clerk of the question no later than 12 noon on the working day before the meeting is on. The question stated in the notice shall be the question asked at the meeting. The Chairman will call on those wishing to speak in turn, each questioner being allowed to speak for a maximum of 3 minutes. Those wishing to speak shall state their name and address.

6. Town Clerk's Report

7 - 8

Income/Expenditure November 2020 for information

No other items of business can be considered unless the Chairman decides the matter is urgent for reasons that must be specified and recorded in the Minutes

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 3 November 2020 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr P Hilliard

Present: Cllr C A Gardiner, Cllr V Charrett, Cllr M Cox and Cllr F F T Neale.

Also in attendance: Cllr Mrs S Bungey

Apologies: Cllr A Coulton, Cllr W Grace, Mrs S Spittle and Cllr Tarling.

Officers present: Daniel Lucas, Town Clerk
Susan Roxby, Administrative Support Officer

Members of the Public present: 1

Members of the Press present: None present.

119. Declarations of Interest

There were no declarations of interest on this occasion.

120. Minutes of Previous Meeting

The minutes of the meeting held on 6 October 2020 were agreed and signed as an accurate record.

Voting: unanimous

121. Public Participation

There was no public participation on this occasion.

122. Public Questions

There were no questions from the public on this occasion.

123. Town Clerk's Report

A schedule of payments for the period 01.10.2020 to 31.10.2020 was submitted and approved and signed, a copy of which had been circulated to each member and a copy of which appears as Appendix 'A' to these minutes in the minute book.

The monthly accounts for the period to the end of October 2020 was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'B' to these Minutes in the Minute Book.

The Chairman noted the cost of password resets and requested that a log of Members requesting password resets be kept.

RESOLVED that:

- a) the schedule of payments for the period 01.10.2020 to 31.10.2020 be approved; and**
- b) the monthly accounts for the period to the end of October 2020 be noted.**

Voting: unanimous

124. Allotments Income & Expenditure

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'C' to these Minutes in the Minute Book.

The Town Clerk provided Members with an overview of the Council's 3 allotment sites' income and expenditure.

Members enquired what the c£10k BCP Service Level Agreement (SLA) payment for allotments included and whether ground maintenance could be obtained cheaper elsewhere and if the Council should consider going out to tender for more competitive quotes.

The Town Clerk informed Members that the £56k SLA had been apportioned across the sites that the SLA covers. The SLA specifically referred to allotments as well as ground maintenance.

Members requested that the Town Clerk contact BCP and enquire what maintenance was undertaken on the 3 allotment sites under the SLA and request work schedules and detailed analysis of grass cuttings and other work undertaken.

RESOLVED that:

- a) Members noted the position of the allotment accounts; and**

- b) delegate to the Town Clerk to request details from BCP of the work undertaken under the SLA for allotment's maintenance for the last financial year.**

Voting: unanimous

125. Budget Monitoring

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'D' to these Minutes in the Minute Book.

The Town Clerk provided Members with an overview of the Council's current budgetary position.

RESOLVED that Members noted the half-yearly position of the Council's budget performance.

Voting: unanimous

126. Town Hall Roof Repairs

A report was submitted, a copy of which had been circulated to each member and a copy of which appears as Appendix 'E' to these Minutes in the Minute Book.

Members were asked to consider the repairs needed to the Town Hall roof and the financial commitment required in anticipation of this project.

Members considered that the repairs work needed to be undertaken urgently and that the Council should put money aside for the roof repairs and also investigate all avenues for grant funding.

RECOMMENDED to Full Council:

- (a) the prioritisation of the Town Hall roof repair in terms of ongoing capital project commitments and recognises the statutory implications with respect to a listed building;**
- (b) that the current unspent budget reserves commit and earmark £170,000 to this project;**
- (c) the project be initiated at the earliest opportunity; and**
- (d) that grant funding options be explored.**

Voting: unanimous

127. Treasury Management Strategy

Members were asked to consider the Treasury Management Strategy, a copy of which had been circulated to each member and a copy of which appears as Appendix 'F' to these Minutes in the Minute Book.

The Chairman requested that the benchmarking undertaken for the Treasury Management and Investment Strategy be provided to Full Council to consider.

RECOMMENDED to Full Council:

- (a) the adoption of the Treasury Management and Investment Strategy;**
- (b) investing part of the Town Council's unspent budget surplus in the following investments:**

CCLA Public Sector Deposit Fund

Lloyds Bank PLC Fixed Term Deposits Account

and;

RESOLVED that the Unspent Budget Surplus Working Group be reconvened to consider such investment levels it sees fit taking into account the Council's current financial position (Appendix A) and unspent budget surplus to report to Council accordingly.

Voting: unanimous

- 128. RESOLVED to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the personal information of the matter relating to living individuals and relating to the financial and business affairs of the authority.**

Voting: unanimous

129. Annual Incremental Salary Rise

Members received a verbal update on a retrospectively award contracted annual increments backdated to 1st April 2020 following the annual appraisal for a Member of Staff.

The meeting ended at 7.30pm

CHAIRMAN

Christchurch Town Council
Resources Committee – 8 December 2020
Schedule of Payments for Approval

Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
	Mark Hooper	Remove fallen tree at Christchurch Quay	£300.00	£60.00	£360.00
1101	Cleaner by Miles Ltd	Remove graffiti at Druitt Gardens	£300.00	£60.00	£360.00
	Mark Hooper	2 Trees Felled in Druitt Gardens	£600.00	£120.00	£720.00
	The Payroll & Tax Accounts Ltd	Monthly Payroll	£6,696.58	£0.00	£6,696.58
	Mark Hooper	Willow Tree pollard at Christchurch Quay	£475.00	£95.00	£570.00
	BJ Guy Ltd	Skip Hire for Druitt Gardens	£170.00	£34.00	£204.00
					£0.00
		Direct payments made:	£8,541.58	£369.00	£8,910.58
13142	Rejuvenate	Website enquirey	£8.00	£1.60	£9.60
SB20202974	PKF Littlejohn LLP	External Auditors Report	£800.00	£160.00	£960.00
21-0594	Hayden's Aboricultural Consultants	Inspection of Trees & Survey	£882.25	£176.45	£1,058.70
CK385141	Cartridge Ink	Petty Cash payment-Ink cartridge	£30.83	£6.16	£36.99
49010040	Zoom	Petty Cash payment-Video Communications-on line meetings	£11.99	£2.40	£14.39
2423	Payroll & Tax Co Ltd	Payroll processing charge- Nov	£48.00	£9.60	£57.60
1687	Harmony Print	Mayoral Christmas Cards	£170.00	£34.00	£204.00
340508	Post Office	Petty Cash payment-Stamps for Mayoral Christmas Cards	£130.00	£0.00	£130.00
13262	Rejuvenate	Managed IT Services [01/12/2020 - 31/12/2020]	£91.60	£18.32	£109.92
AUB8643	Aubergine 262 Ltd	Neighbourhood Plan Wesite set up	£1,374.00	£274.80	£1,648.80
581	Dorset Planning Consultant Ltd	Neighbourhood Plan Professional planning support for July	£1,530.75	£306.15	£1,836.90
12206481	BCP Council	Christmas Parking	£4,166.67	£833.33	£5,000.00
		Payments to authorise:	£9,244.09	£1,822.81	£11,066.90
		Total payments	£17,785.67	£2,191.81	£19,977.48

Signed by:

Cllr Paul Hilliard

Chairman of Resources Committee

Date:

