



Christchurch Town Council

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

Resources Committee Agenda

Tuesday, 9 February 2021, 6.00pm

You are summoned to attend a meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities on **Tuesday, 9 February 2021 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/94353919882?from=addon>

Meeting ID: 943 5391 9882

Passcode: 902283

The business to be transacted is set out overleaf.

Daniel Lucas

Town Clerk

3 February 2021

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

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To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 12 January 2021 (copy attached).

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

Income/Expenditure January 2021 for information.

7 – 8

7. Risk Management Strategy - Review

Report to follow

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 12 January 2021 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A Coulton

Present: Cllr C A Gardiner, Cllr M Cox, Cllr W Grace, Cllr F F T Neale and Cllr Tarling.

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

Members of the Public present: 2

Members of the Press present: None present.

183. Declarations of Interest

There were no declarations of interest on this occasion.

184. Minutes of Previous Meeting

The minutes of the meeting held on 8 December 2020 were agreed and signed as an accurate record.

Voting: unanimous

185. Public Participation

There was no public participation on this occasion.

186. Public Questions

There were no questions from the public on this occasion.

187. Town Clerk's Report

An updated schedule of payments for the period 01.12.2020 to 11.01.2021 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 updated monthly accounts for the period to the end of December 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.

Members requested that the Town Clerk contact BCP Council to enquire whether they were able to calculate what money had been collected in Christchurch car parks during the Saturdays in December where free Christmas parking had been paid for by the Town Council. The Committee stated that some members of the public had paid for parking on these Saturdays as they had not noticed the free parking signs and questioned whether the Town Council could recoup the funds collected by BCP.

Cllr Tarling joined the meeting at 6.20pm.

The Chairman requested that the Town Clerk check if the water bills were in line with the previous year.

RESOLVED that:

- a) the schedule of payments for the period 01.12.2020 to 11.01.2021 be approved; and**
- b) the monthly accounts for the period to the end of December 2020 be noted.**

Voting: unanimous

188. Draft Budget

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 within an overview of the Draft Budget Report for 2021. Members were informed that there had been a downturn in the collection rate and the potential decrease in Christchurch's Council Tax Base was 3.09%, however the BCP Council Tax Base report as published now suggested a 2.7% reduction. Given that the Council had projects in mind, Councillors proposed an increase of 2%

to bring the Town Council close to the present operating cost which would result in a small increase of 84p increase in a Band D property.

Cllr Grace stated that she could not support the increase due to the COVID-19 situation and the difficulties people had with their financial situation due to the furlough situation.

The Chairman thanked the Town Clerk for all of the work undertaken on the draft Budget report and considered that it was a positive budget.

RESOLVED that:

(a) Members noted the report and the attached draft budget for 2021/2022; and

(b) the virement from the Office of the Mayor to the Salary Budget of £10,970, AND the virement of £25,000 of the Britain in Bloom budget to a new budget line for “Christmas Festival/Lights” be agreed.

Voting: unanimous

(c) RECOMMENDED to Full Council the draft Budget for 2021/2022 and to confirm the Town Council Precept for financial year 2021/2022 to be £513,576.62 (equivalent to £43.06 for a Band D property) to be confirmed with BCP Council.

Voting: 5: 0 (2 abstentions)

189. Christmas Lights 2021

Cllr Coulton raised the matter of the Christmas Lights for 2021 and requested that a new Working Group be formed for the Christmas Festival.

Cllr Neale stated that the Christmas Festival be placed on the agenda of the next Community Committee for consideration.

RESOLVED that the Christmas Festival be considered at the next meeting of the Community Committee.

Voting: nem.con.

190. Training and Development Policy

The Training and Development Policy 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.

Members considered that the Training and Development Policy was an important policy which should be reviewed annually.

RESOLVED that councillors noted the Training and Development Policy; and

RECOMMENDED to Full Council the adoption of the Training and Development Policy.

Voting: nem.con.

191. Strategic Plan

The Strategic Plan 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 Strategic Plan for 2021 – 2025. The Town Clerk stated that the Strategic Plan followed on from the Residents' Survey and set out a clear mission statement for the Council so that all who live, work and come to Christchurch could see what the Council had planned. The plan set out what the Council wished to achieve over the next 4 years in clear aims and objectives.

The Town Clerk advised that strategic polices would be reported to the Community Committee biannually to monitor the strategic direction.

The Chairman thanked the Town Clerk for the work undertaken on the Strategic Plan.

RESOLVED that Councillors noted the Strategic Plan for 2021-2025; and

RECOMMENDED to Full Council the adoption of the Strategic Plan for 2021-2025.

Voting: unanimous

The meeting ended at 7.21pm

CHAIRMAN

Christchurch Town Council
Resources Committee – 9 February 2021
Schedule of Payments for Approval

Payments List 01.01.2021 - 02.02.2021						
Expenditure:						
Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
04.12.21	12212284	BCP Council	Christmas Parking	£4,166.67	£833.33	£5,000.00
20.01.21		The Payroll & Tax Accounts Ltd	Monthly Payroll	£6,696.58	£0.00	£6,696.58
29.01.21	T059868	Royal Mail PLC	Neighbourhood Plan Flyers delivery	£1,237.46	£247.49	£1,484.95
			January Payments made direct:	£12,100.71	£1,080.82	£13,181.53
01.02.21	Jan-21	Highcliffe & Walkford PC	50% contribution to bidder's security	£5,000.00	£0.00	£5,000.00
02.02.21		Royal Mail PLC	Neighbourhood Plan Flyers delivery	£172.00	£34.40	£206.40
			February Payments made direct:	£5,172.00	£34.40	£5,206.40
			Total Direct payments made:	£17,272.71	£1,115.22	£18,387.93
15.01.21	13568	Rejuvenate	Zoom issues	£112.00	£22.40	£134.40
19.01.21	18023	Design Print Internet Ltd	Neighbourhood Plan 16,000 Flyers printed	£220.00	£0.00	£220.00
19.01.21	1048743113	Lexis Nexis	ARNOLD BAKER LOCAL COUNCIL ADMINISTRATION 12ED	£119.99	£0.00	£119.99
26.01.21	1540	Scribe Accounts	AnnualSubscription	£950.00	£190.00	£1,140.00
26.01.21	210126-015	Mudford Mag	Neighbourhood Plan Full page advertisement in Mudford Magazine	£99.00	£19.80	£118.80
28.01.21		W H Smiths	Petty Cash payment-printer paper	£10.83	£2.16	£12.99
28.01.21	INV65538771	Zoom	Petty Cash payment-Video Communications-on line meetings	£11.99	£2.40	£14.39
05.01.21		New Milton Advertiser	Neighbourhood Plan Advertisement in New Milton Advertiser	£297.00	£59.40	£356.40
01.02.21	13690	Rejuvenate	Managed IT Services [01/02/2021 - 31/02/2021]	£91.60	£18.32	£109.92
			Payments to authorise:	£1,912.41	£314.48	£2,226.89
			Total payments	£19,185.12	£1,429.70	£20,614.82

Signed by:

Cllr Paul Hilliard

Chairman of Resources Committee

Date:

