



Christchurch Town Council

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

Resources Committee Agenda

Tuesday, 9 March 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 March 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/98095229232?from=addon>

Meeting ID: 980 9522 9232

Passcode: 833780

The business to be transacted is set out overleaf.

Daniel Lucas

Town Clerk

3 March 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

4 - 6

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 9 February 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 February 2021 for information.

7 – 9

7. Budget Monitoring

To update Members as to current budget position.

Appendices
1 & 2
attached

RECOMMENDATION: Members to note the half-yearly position of the Council's budget performance.

8. Reserves

Report to
Follow

To update Members on the Council's Reserves and

<p>9. Council's Insurance</p> <p>Members to consider the Council's Insurance Renewal quotation attached as Appendix 3 and to authorise the Town Clerk to renew the policy in the terms outlined and to authorise the payment of £2,940.70 inclusive of Insurance Premium Tax.</p> <p>RECOMMENDATION: Members resolve to renew the Council's insurance for the year 2021/2022 and authorises payment in the sum of £2940.70.</p>		<p>Verbal report & Appendix 3</p>
<p>10. Website Update</p> <p>RECOMMENDATION: Members authorises the Town Clerk to approach Aubergine 262 Ltd to provide a quote for the updating the Town Council website.</p>		<p>Verbal report</p>
<p>11. Internal Auditor and Report</p> <p>Members to Confirm the appointment of Do the Numbers Ltd as the Council's internal auditor for the year 2020/2021</p> <p>RECOMMENDED: That the Committee resolves to appoint Do the Numbers Ltd as the internal auditor for the financial year 202/2021</p> <p>Members to consider the internal auditor's report and associated actions arising.</p> <p>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.</p>		<p>Report to Follow</p>

CHRISTCHURCH TOWN COUNCIL

RESOURCES COMMITTEE

Minutes of the Meeting held on 9 February 2021 at 6.00pm via Zoom conferencing facilities

Present:-

Chairman: Cllr P Hilliard

Vice Chairman: Cllr A Coulton

Present: Cllr V Charrett, Cllr C A Gardiner, Cllr W Grace, Cllr F F T Neale,
Cllr S Spittle and Cllr Tarling.

Also in
attendance: Cllr D Jones

Apologies: Cllr M Cox

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

Members of the Public present: 1

Members of the Press present: None present.

218. Declarations of Interest

There were no declarations of interest on this occasion.

219. Minutes of Previous Meeting

The minutes of the meeting held on 12 January 2021 were agreed and signed as an accurate record.

Voting: unanimous

220. Public Participation

There was no public participation on this occasion.

221. Public Questions

There were no questions from the public on this occasion.

222. Town Clerk's Report

An updated schedule of payments for the period 01.01.2021 to 05.02.2021 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 January 2021 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 questioned the Christmas free parking days in Christchurch and why covers had not been placed over the payment meters to ensure that the public did not pay during the free parking period. Members realised that it would not be possible to have the overpayments by residents itemised by BCP Council, as officer time to produce the figures would out way the cost of any refund of overpayments.

Cllr Coulton left the meeting at 6.21pm.

Cllr Coulton joined the meeting at 6.24pm.

RESOLVED that:

- a) the schedule of payments for the period 01.01.2021 to 05.02.2021 be approved; and**
- b) the monthly accounts for the period to the end of January 2021 be noted.**

Voting: unanimous

223. Risk Management Strategy – Review

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 Risk Management Strategy for 2021. Members were informed that the ongoing management of trees had been identified as red and requiring immediate/moderate attention. Tree consultants were now instructed and the management and actions of those problem trees identified were being actively managed.

Cllr Neale raised the issue of lone working policy and suggested that through technology we could reduce this risk from amber to green if we installed an app on officers' phones which had alert buttons to raise the emergency services.

Cllr Mrs Spittle raised the issue of Covid19 and whether this should be included on the risk management strategy. The Town Clerk advised that officers were presently

working from home and the Town Hall was closed to the public. The Town Clerk advised that this could be added to the strategy if members felt this necessary, but considered that the measures in place was sufficient. Members considered Covid19 should be included in the strategy.

Cllr Spittle left the meeting at 6.34pm.

RESOLVED that:

(a) Members noted the Risk Management Strategy for 2021/2022; and

(b) the Risk Management Strategy for 2021/2022 be updated in the Safety of staff and Visitors section to include the mitigation of Covid19.

Voting: unanimous

224. Any Other Business

Members raised the issue that residents felt that one Planning Committee for the whole of BCP Council may not be the best way for the specific characteristics of the 3 former Boroughs to be fully understood and recognised.

Members suggested that Christchurch Town Council, Highcliffe and Walkford Parish Council, Hurn Parish Council, Burton Parish Council could jointly employ the services of a property consultant to independently review the structure and functioning of the planning committee used in BCP Council single committee in comparison to similar Council's operating practice.

The Town Clerk stated that this issue could not be considered at this committee and that this item would be considered at the next Planning committee scheduled on 23 February 2021.

RESOLVED that Members noted the verbal update.

The meeting ended at 7.00pm

CHAIRMAN

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

Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
01.02.21	01.02.2021	Coles Miller	Professional fees for review of the auction pack	£2,000.00	£400.00	£2,400.00
20.02.21	18.02.2021	The Payroll & Tax Accounts Ltd	Monthly Payroll	£6,696.58	£0.00	£6,696.58
			Direct payments made:	£8,696.58	£400.00	£9,096.58
04.02.21	1073064480	Bournemouth Water	Southey Road Allotments	£177.45	£35.49	£212.94
18.02.21	NH - 8584	Hayden's Arboricultural	Trees at Christchurch Quay-Preparation of Resistograph Data	£607.25	£121.45	£728.70
19.02.21	19022021	Conservation Consultant	Erect bat and bird boxes at Druitt Gardens	£100.00	£0.00	£100.00
25.02.21	2630	Payroll & Tax Accountants Ltd	Payroll processing charge for 3 Months - Dec, Jan & Feb	£144.00	£28.80	£172.80
28.02.21	INV71600138	Zoom	Petty Cash payment-Video Communications-on line meetings	£11.99	£2.40	£14.39
01.03.21	13875	Rejuvenate	Managed IT Services [01/03/2021 - 31/03/2021]	£91.60	£18.32	£109.92
			Payments to authorise:	£1,132.29	£206.46	£1,338.75
			Total payments	£9,828.87	£606.46	£10,435.33

Signed by:

Cllr Paul Hilliard

Chairman of Resources Committee

Date:

1 March 2021 (2020-2021)

Christchurch Town Council
RECONCILIATION - Unity Current Account T2

From Accounts	£597,120.61
Payments not cashed Add	£1,228.83
Receipts not entered Subtract	£0.00
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Statement should be	£598,349.44