



# Christchurch Town Council

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

## Resources Committee Agenda

**Tuesday, 6 April 2021, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held via Zoom conferencing facilities on **Tuesday, 6 April 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/95674120956?from=addon>

Meeting ID: 956 7412 0956

Passcode: 861461

The business to be transacted is set out overleaf.

Daniel Lucas

**Town Clerk**

29 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 - 7

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

To Follow

**7. Town Council's Website Quotation**

Appendix 1

Members to consider a quotation for the Town Council's new website provision.

RECOMMENDATION: Members to consider the attached quotation and to resolve to instruct Aubergine 262 Ltd to set-up, host, provide quarterly monitoring and transfer of website content to new website, as follows:

- 1) On-off set-up: £975 + VAT
- 2) Annual SSL protected hosting and basic support £299 + VAT
- 3) Quarterly WCAG Compliance monitoring scan and reports £299 + VAT
- 4) Transfer of existing web-content at £25 per +VAT

Secondly, to authorise the Town Clerk to enter into and sign the necessary contract.

**8. Druitt Gardens Pest Control Quotations**

Members to consider quotations provided for pest control in Druitt Gardens.

RECOMMENDATION: Members to consider the x2 quotes from RoKill and BCP Council to deal with rodent control in Druitt Gardens and to resolve accordingly.

Secondly, to authorise the Town Clerk to enter into a contract on behalf of the Town Council to the provider selected.

Appendices  
2 & 3

**9. Staffing Review - Exempt**

**To consider passing a resolution 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.**

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 9 March 2021 at 6.00pm via Zoom conferencing facilities

#### Present:-

Chairman:	Cllr P Hilliard
Vice Chairman:	Cllr A Coulton
Present:	Cllr V Charrett, Cllr M Cox, Cllr C A Gardiner, Cllr W Grace, Cllr F F T Neale, Cllr S Spittle and Cllr Tarling.
Officers present:	Daniel Lucas, Town Clerk Susan Roxby, Administrative Support Officer
Members of the Public present:	None present.
Members of the Press present:	None present.

#### **246. Declarations of Interest**

Cllr Mrs Spittle declared a non-pecuniary interest in minute no. 253 (Council's Insurance) as she is an Ambassador of the Twynham Division of Guides and remained present for the discussion and voting thereon.

#### **247. Minutes of Previous Meeting**

The minutes of the meeting held on 9 February 2021 were agreed and signed as an accurate record.

Voting: unanimous

Cllr Tarling joined the meeting at 6.02pm.

#### **248. Public Participation**

There was no public participation on this occasion.

#### **249. Public Questions**

There were no questions from the public on this occasion.

Cllr Cox joined the meeting at 6.03pm.

**250. Town Clerk's Report**

An updated schedule of payments for the period 01.02.2021 to 08.03.2021 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 February 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.

**RESOLVED that:**

- a) the schedule of payments for the period 01.02.2021 to 08.03.2021 be approved; and**
- b) the monthly accounts for the period to the end of February 2021 be noted.**

Voting: unanimous

**251. Budget Monitoring**

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 updated Members as to current budget position.

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

Voting: nem. con.

**252. Reserves**

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.

Members were asked to consider the report on proposals to allocate reserves to projects identified.

**RESOLVED that:**

- (a) The committee agreed the proposals to earmark the Councils General Reserves to those earmarked budget lines identified at table 1; and**

**RECOMMENDS to Full Council the proposals at table 1:**

<b>Project</b>	<b>Proposed Reserve Allocation</b>
<b>Town Hall Roof Repair</b>	<b>£230,000</b>
<b>Town Hall Internal Redecoration</b>	<b>£17,825</b>
<b>Druitt Hall Windows</b>	<b>£40,000</b>
<b>Community Infrastructure Levy</b>	<b>£44,000</b>
<b>Total</b>	<b>£331,825</b>

Voting: unanimous

**253. Council's Insurance**

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 Council's Insurance renewal quotation 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.

The Town Clerk advised that Tuttons Well Guide Hut was not on the list of insured assets on the insurance policy as it was incumbent on the tenant to take out insurance. A neighbour had recently reported to the Council that the drains had overflowed at the back of Tuttons Well Guide Hut. The Town Clerk had checked the Guides' insurance policy and requested that flooding be added to the policy.

**RESOLVED that:**

- a) the Council's insurance for the year 2021/2022 be renewed and authorised payment in the sum of £2940.70; and**
- b) the Town Clerk to liaise with Cllr Spittle to ensure that the Guides insurance on Tuttons Well Guide Hut is fit for purpose.**

Cllr Neale left the meeting prior to the vote.

Voting: unanimous

Cllr Mrs Spittle declared a non-pecuniary interest in this item as she was an Ambassador of the Twynham Division of Guides and remained present for the discussion and voting thereon.

**254. Website Update**

Cllr Neale re-joined the meeting at 6.53pm.

The Town Clerk informed Members that Aubergine 262 Ltd was the most competitive company who had quoted for the Council's website design.

**RESOLVED that Members authorised the Town Clerk to approach Aubergine 262 Ltd to provide a quote for the updating of the Town Council website.**

Voting: unanimous

**255. Internal Auditor and Report**

A report was submitted, 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 Town Clerk provided Members within an overview of the auditor's report.

Cllr Tarling queried when a Projects Officer would be recruited by the Council and was advised by the Town Clerk that the recruitment process for a Project Officer would be brought to the next cycle of Resources.

**RESOLVED that the Internal Auditor's report be noted.**

Voting: nem.con.

The meeting ended at 7.06pm

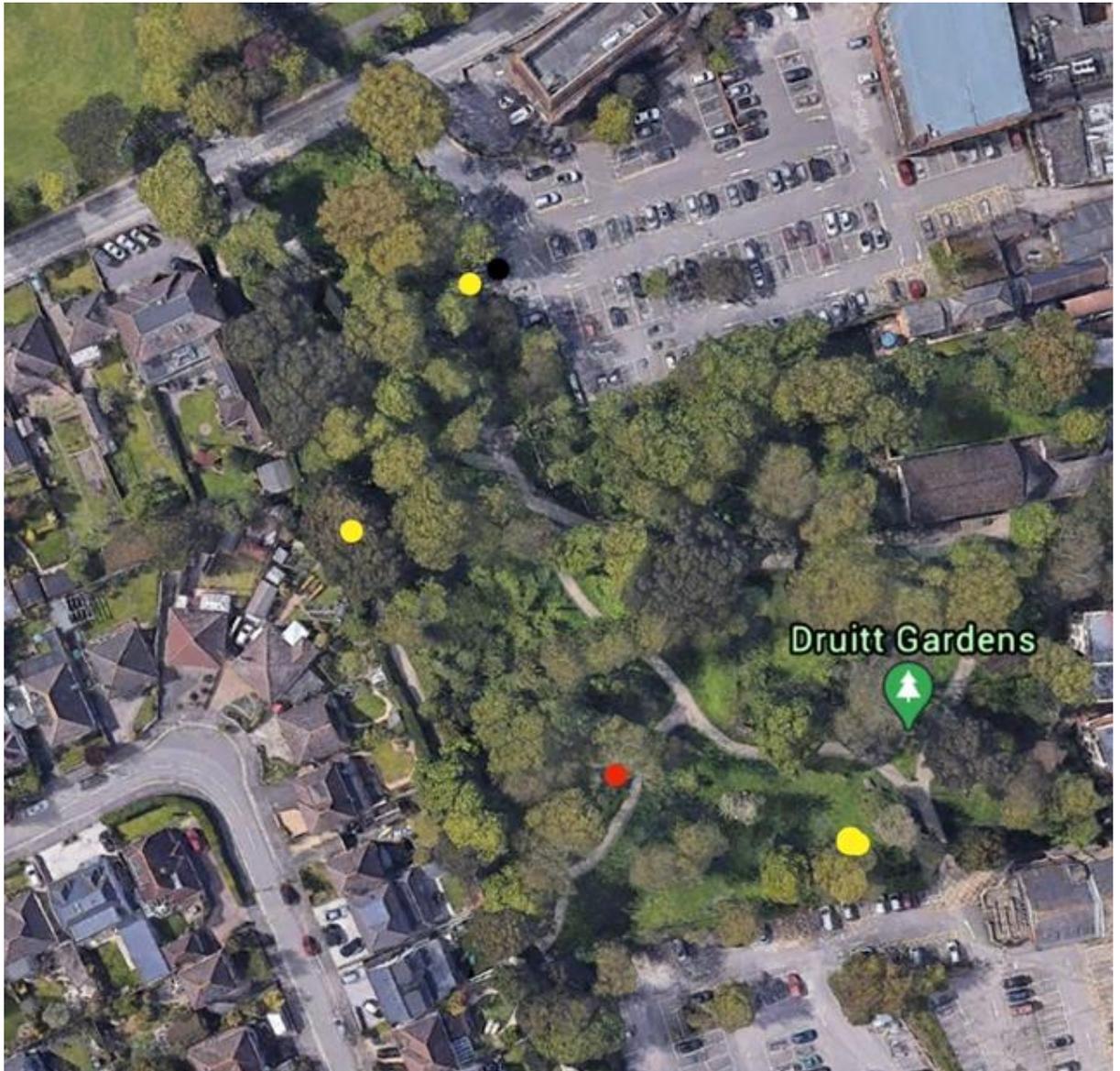
CHAIRMAN

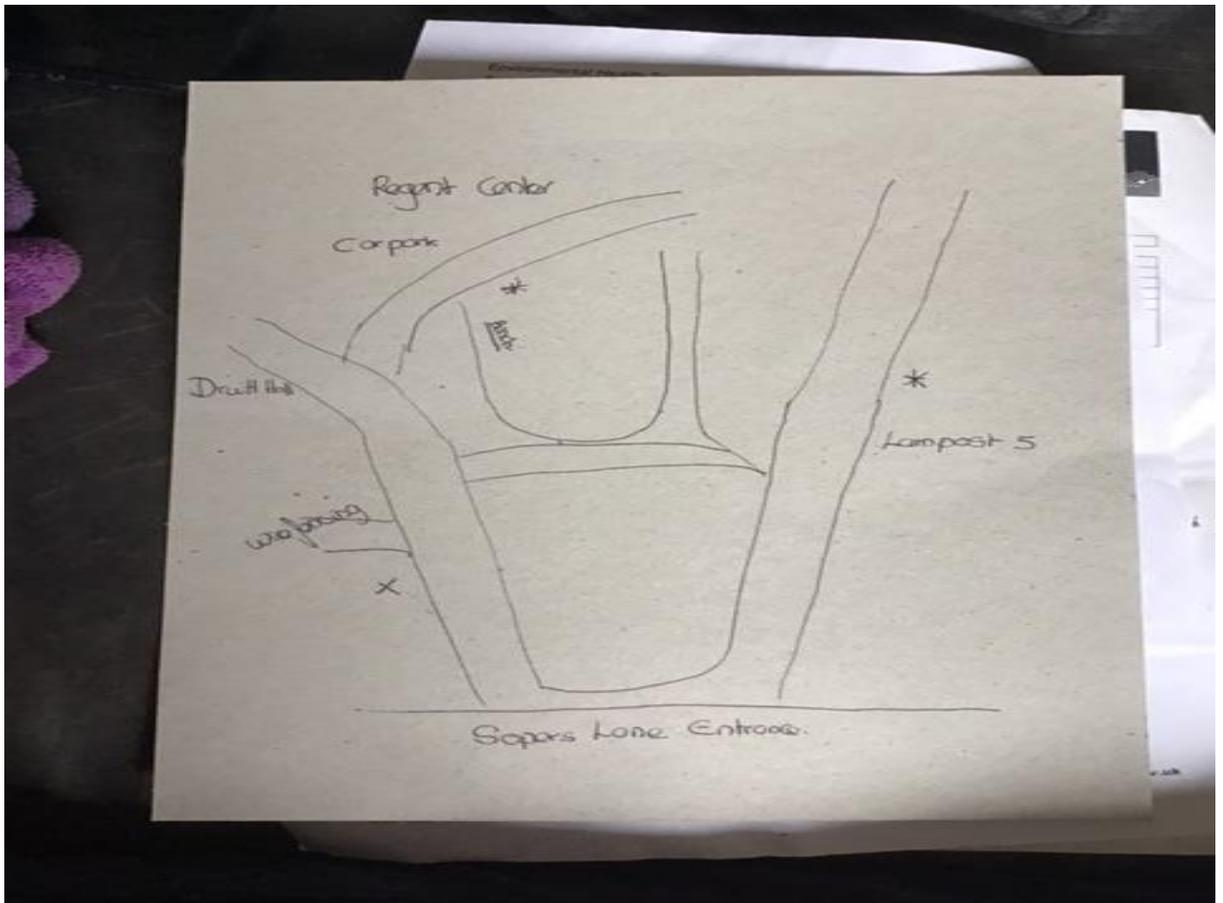
## APPENDIX 2

Hi

You asked me to check on the arrangements for pest control in DrUITT Gardens and I have now received a response from which I have (hopefully) extracted all the relevant parts.

Of the 4 original bait stations our pest control officer has checked and 3 of the four are still in situ and are usable.





The 3 yellow dots are where the manhole baiters are and the red dot is where there should be a manhole baiter which couldn't be found. The BCP pest control team has offered a discount for treatment if you used their services. Apparently the cost of a contract would normally be £702 plus VAT but is being offered at £560 plus VAT. That would be a visit every 6 weeks and use all four baiting stations as required. I'm sure they would provide reports of treatments and advice as part of this programme.

As this will require sign off I have copied Dan into the details and imagine you may wish to obtain competitive prices anyway.

Best wishes



**Landscape & Countryside Team Leader**  
**Community & Open Spaces**

T. 01202

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[bcpcouncil.gov.uk](http://bcpcouncil.gov.uk)

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### APPENDIX 3

**From:** [@rokill.co.uk](mailto:@rokill.co.uk)>

**Sent:** 17 March 2021 13:18

**To:** [townclerk@christchurchtc.gov.uk](mailto:townclerk@christchurchtc.gov.uk)

**Subject:** FW: Additional site for Christchurch Town Council

Good afternoon Daniel

Further to our telephone conversation and my subsequent survey of the Druitt Gardens I can confirm the following points

As highlighted in my follow up telephone conversation a live rat had been identified running between the BCP owned library garden and the University of 3<sup>rd</sup> age building across the walkway , on investigation a large gap around a waste pipe a the side of the rear 3<sup>rd</sup> age building was identified which is possibly a entry / harbourage point, we would recommend that the hole is sealed and that external rodent baits are positioned within the library garden x 4 , the rear of the 3<sup>rd</sup> age building x 2 and rear of the Druitt hall x3.

During our visit it would appear that the rats have been accessing the large storage sheds at the rear of the Children's centre, we would recommend that the gaps under the doors are repaired (photo 093942 & 093926) and that the storage sheds are monitored (2 external rodent bait in each ) against rodent ingress in the future.

On investigation of the garden themselves it would appear that historic rat activity had been present a subterranean underground baits station (covered baits sunk into the ground to allow access into chamber ) was found at the entrance, whilst on site I has spoken to my colleague who looks after a number of other CTC sites and this location has been monitored in the past by the council.

At the time of the visit no evidence of rat activity in the form of burrows or runs were found in the gardens, we believe that the areas to concentrate on would be the library garden , the rear of the 3<sup>rd</sup> age building and the Druitt hall garden , (picture 091219 ) and alleyway at rear of hall.

On investigation the food packaging etc was found in the walkway between the fleur de lye building and the theatre photo 091818 & 093543) which offers an attraction to rodents , this should be removed as soon as possible.

I understand that the Library garden , the children centre and the 3d age building are not the responsibility of the CTC , we would recommend that our details are passed to the relevant personal to help in the control of rodent activity.

We would recommend that pest control services are undertaken to the Druitt hall building as detailed in our standard service schedule which will include 6 weekly visits to replenish the 3 external rodent bait recommended.

Our one off fee to supply and install 3 metal external rodent baits will be £55 + vat per unit.

Our fee to inspect and replenish the external rodent baits 6 weekly and to include follow up and emergency call out visits will be £70 + vat per quarter

As highlighted during our telephone conversation it is important that all occupants of the highlighted buildings work proactively to control the existing activity and to monitor rodent issues in the long term, we would recommend that all areas undertake the installation of external rodent baits and regular service visits.

As highlighted although no extensive rat activity is currently present with Druitt gardens this can change weekly , as a proactive approach additional external rodent baits can be installed and monitored as highlighted , I have detailed options ( photo 130844 & 130911 ) to install subterranean underground baits and bin waste baits , we would be pleased to supply a quote for this work if required.

Hope this helps

Kind regards