



# Christchurch Town Council

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

## Resources Committee Agenda

**Tuesday, 2 November 2021, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at the at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA **on Tuesday, 2 November 2021 at 6.00pm.**

### **Membership:**

**Chairman:** Cllr M Cox

**Vice Chairman:** Cllr W Grace

Cllr Mrs S Bungey

Cllr A Coulton

Cllr L Dedman

Cllr C A Gardiner

Cllr P Hilliard

Cllr S McCormack

Cllr G Polson

The business to be transacted is set out overleaf

Daniel Lucas

**Town Clerk**

27 October 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**

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 5 October 2021 and 22 October 2021 (copies attached)

5 - 9

**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 October 2021 for information.

To Follow

7.	<b>Christchurch Library- Committee Meeting proposals</b>	Verbal Report
	<p>RECOMMENDATION: The Council approves the cost of committee meeting's room booking fees and storage costs at Christchurch Library as follows:</p> <ol style="list-style-type: none"> <li>1. evening room booking charge flat rate of £25 per session (5.30pm - 9pm) at community/public sector rate, plus caretaker cost for evening at £11 per hr/pro-rated = £38.50 per session. Total evening charge = £63.50 per meeting;</li> <li>2. daytime meetings within the library opening hours are not subject to caretaker costs; and</li> <li>3. Room 5 hire storage charge of £6,000 per annum.</li> </ol>	
8.	<b>Project Officer Advertisement</b>	Verbal Report
9.	<b>Appraisals Policy</b>	To follow
10.	<b>IT Costs Report</b>	Appendix 1
	<p>At the request of Resources Committee/Cllr Grace at the previous meeting held on 5 October 2021 for information.</p>	
11.	<b>Removals Costs</b>	Appendix 2
	<p>Members to consider the quotations received to assist in the removal costs of Town Council's civic possessions held at the Civic Offices, Bridge Street, Christchurch to be transported to Christchurch Library for storage.</p> <p>RECOMMENDATION: Members to consider Removal Costs quotations and to resolve accordingly.</p>	
12.	<b>Mudford Cricket Pavilion – shutters</b>	To follow
	<p>Following a recommendation at the Community Committee held on 26 October 2021, Members are asked to consider quotations for the installation of shutters at Mudford Cricket Pavilion. Please note that this item may be withdrawn as at the time of publication the Town Clerk is awaiting receipt of quotations.</p>	
13.	<b>Exempt Business</b>	
	<p>To consider passing a resolution to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the following matters relating to the personal information of an individual</p>	

**14. Overtime Payment**

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 5 October 2021 at 6.00pm at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA

#### **Present:-**

Chairman: Cllr M Cox

Vice-Chairman: Cllr W Grace

Present: Cllr Mrs S Bungey, Cllr A Coulton, Cllr L Dedman, Cllr C A Gardiner, Cllr S McCormack and Cllr G Polson.

Apologies: Cllr P Hilliard

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer

Members of the Public present: 0

Members of the Press present: 0

#### **188. Declarations of Interest**

There were no declarations of interest on this occasion.

#### **189. Minutes of Previous Meeting**

The minutes of the meeting held on 7 September 2021 were agreed and signed as an accurate record.

Voting: Unanimous

Proposed: Cllr L Dedman

Seconded: Cllr A Coulton

#### **190. Public Participation**

There was no public participation on this occasion.

#### **191. Public Questions**

There were no questions from the public on this occasion.

## 192. Town Clerk's Report

The schedule of payments for the period 01.09.2021 to 30.09.2021 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 monthly accounts for the period to the end of September 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.

The Town Clerk updated Members on the room hire costs going forwards for future meetings to be held at Christchurch Library.

The Town Clerk further advised Members that the Council's Audit had now been completed.

The Chairman requested that petty cash payments be renamed as expenses recharges.

The Chairman commented that it may be prudent for the Council to consider opening an additional bank account to protect the Council should the current bank cease trading. He suggested looking at high street bank or other banks such as Starling. The Town Clerk advised that he would look at options for opening another bank account and report back to committee.

The Chairman stated that financial institutions such as Flagstone could manage the Council's investments and asked that the Town Clerk investigate.

A member questioned Rejuvenate IT charges and the Town Clerk advised that he would provide a report on IT charges between April 2019 to date.

### **RESOLVED that:**

- a) **the schedule of payments for the period 01.09.2021 to 30.09.2021 be approved; and**
- b) **the monthly accounts for the period to the end of September 2021 be noted.**

Voting: unanimous

Proposed: Cllr A Coulton

Seconded: Cllr L Dedman

## 193. Exempt Business

**RESOLVED to exclude the press and public pursuant to the Public Bodies (Admissions to Meetings) Act 1960 due to the matter relating to the commercial affairs of businesses and the Council.**

Voting: unanimous

Proposed: Cllr M Cox

Seconded: Cllr S McCormack

**194. Car-Parking – Priory Ward.**

The Chairman provided Members with a verbal update on car parking in Priory Ward.

The meeting ended at 6.50pm

CHAIRMAN

## **CHRISTCHURCH TOWN COUNCIL**

### **RESOURCES COMMITTEE**

Minutes of the Meeting held on 22 October 2021 at 6.00pm at Homelands Hall, Kings Avenue, Christchurch, BH23 1NA

#### Present:-

Chairman: Cllr M Cox

Vice-Chairman:

Present: Cllr A Coulton, Cllr L Dedman, Cllr C A Gardiner, Cllr P Hilliard, Cllr S McCormack and Cllr G Polson.

Apologies: Cllr Mrs S Bungey and Cllr W Grace

Officers present: Daniel Lucas, Town Clerk  
Susan Roxby, Democratic Services Officer

Members of the Public present: 0

Members of the Press present: 0

#### **202. Declarations of Interest**

There were no declarations of interest on this occasion.

#### **203. Christchurch Christmas Lights**

Members were asked to consider three quotations received from contractors for Christchurch's Christmas lights for a "one-off" installation for the Christmas season of 2021/2022, a copy of which had been circulated to each member and copies of which appear at Appendices 'A' and 'B' in the minute book.

The Town Clerk informed Members that BCP Council would contribute £11,000 towards the cost of the Christmas light installation as this would have been the cost to BCP if their technicians had carried out the installation.

The Town Council are waiting to hear back from the Chamber of Trade as to whether there would be a switch on event. The Christmas festival weekend would be held the last weekend of November.



Members compared costings for the three quotations and agreed that SparkX Ltd who were the company that provided the Christmas lights in previous years should be the Council's chosen provider for this year as they had experience of what was required for the installation.

**RESOLVED that:**

- a) the Council approved the quotation provided by SparkX Ltd for Christchurch's Christmas lights for a "one-off" installation for the Christmas season of 2021/2022 at a cost of £21,975.00 plus VAT £4,395.00 with the total sum payable £26,370; and**
- b) the Town Clerk be delegated the authorisation to enter into the contract and authorise payment accordingly.**

Proposed by: Cllr Hilliard

Seconded by: Cllr Dedman

Voting: unanimous

The meeting ended at 6.20pm

CHAIRMAN