



# Christchurch Town Council

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

## Resources Committee Agenda

**Tuesday, 11 January 2022, 6.00pm**

You are summoned to attend a meeting of the **Christchurch Town Council** to be held at Christchurch Library, Room 14, High Street, Christchurch, BH23 1AW **on Tuesday, 11 January 2022 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**

5 January 2022

# 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**

5 - 10

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 7 December 2022 (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**

11 – 12

Income/Expenditure December 2021 for information.

**7. Mudeford Cricket Pavilion**

Appendices  
1 & 2

Members are asked to consider quotations received for installation of shutters at Mudeford Cricket Pavilion and resolve accordingly. The budget for Mudeford Recreation Ground is currently overspent, however there the 'asset damage contingency' allows for a budget of £8k. This currently has not been utilised for any reason this financial year.

**RECOMMENDATION:**

1) Members to consider the Quotations and resolve accordingly.

2) Delegates to the Town Clerk to instruct the chosen contractor and to contract accordingly on behalf of the Council.

3) Authorises the Town Clerk to pay any resultant invoice in line with the agreed quotation.

**8. Tutton's Well**

Verbal report  
Cllr Jarvis

Clearance Works at Tutton's Well has been completed (10<sup>th</sup> December 2021) with the contractor dealing with the overgrown boundary vegetation. Members have previously been sent photos of the work completed via the Town Clerk. Queries are however still being received about the culvert draining and whether there is now the need for fencing along the culvert edge. The Town Clerk can advise that the Tuttons Well Budget is currently overspent for this financial year, with no further room in the Contingency due to by-election costs.

**RECOMMENDATION:** Members to consider the position following Cllr Jarvis' update and resolve accordingly.

**9. Neighbourhood Plan Design Code Project Bids**

To Follow

Members are asked to consider a recommendation from the Neighbourhood Plan Working Group regarding the project bids received and the chosen consultant to be engaged and to resolve accordingly.

**10. Exempt Business**

Members 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.

**11. Appointment of Project Officer (exempt)**

Verbal report

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 7 December 2021 at 6.00pm Christchurch Library,  
Room 6, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr M Cox

Vice-Chairman: Cllr W Grace

Present: Cllr Mrs S Bungey, Cllr A Coulton, Cllr C A Gardiner and Cllr P Hilliard.

Apologies: Cllr L Dedman, Cllr S McCormack and Cllr G Polson.

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

Members of the Public present: 0

Members of the Press present: 0

**254. Declarations of Interest**

There were no declarations of interest on this occasion.

**255. Minutes of Previous Meeting**

The minutes of the meeting held on 2 November 2021 were agreed and signed as an accurate record.

Proposed by: Cllr P Hilliard  
Seconded by: Cllr W Grace

Voting: unanimous

**256. Public Participation**

There was no public participation on this occasion.

## **Public Questions**

There were no questions from the public on this occasion.

### **257. Town Clerk's Report**

The schedule of payments for the period 01.11.2021 to 30.11.2021 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 November 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 01.11.2021 to 30.11.2021 be approved; and**
- b) the monthly accounts for the period to the end of November 2021 be noted.**

Proposed by: Cllr P Hilliard

Seconded by: Cllr M Cox

Voting: unanimous

### **258. Creedy Path Lights**

Cllr Coulton raised the issue of the ownership of Creedy Path lights and questioned who was responsible for paying for the lighting in that area, and whether this was included in the Service Level Agreement with BCP Council. She stated that several of the lights were not working along the path

The Town Clerk advised that the footpath was technically on the Highway and not the Town Council's responsibility. The Town Clerk had emailed BCP Council to request that someone attends to the lighting at Creedy Path due to the risk to the public and to invoice the Town Council, but he had not received a reply from BCP.

**RESOLVED that the Town Clerk forward to BCP Ward Councillors the email sent to BCP requesting maintenance of Creedy Path lights.**

Voting: nem. com.

### **259. Quomps Play Area**

The Town Clerk updated Members that he had been contacted by the department at BCP who looked after the inspections and repairs to the Quomps play area and was informed that some of the repairs would not fall within the terms of the SLA Christchurch Town Council has with BCP.

**RESOLVED that the verbal report be noted.**

**260. Scotts Hill Lane Playground**

The Town Clerk updated Members that he had been contacted by a playground designer/supplier who had provided figures for the refurbishment/re-design and re-surfacing of Scotts Hill Lane Playground.

The designer recommended a budget of approximately £65k to update the play-park with new equipment (half of the money to be spent on the resurfacing), with a 15% contingency in mind. A budget of £85k plus 15% would see a more exciting design with the possibility of an accessible/wheel-chair compliant roundabout.

The Town Clerk further advised that BCP were yet to let the Town Council know about the lease position for Scotts Hill Lane Playground and the details for BCP surrendering or assigning it across to the Town Council.

The Town Clerk had written to BCP regarding the lease position but had not received a reply. Members considered that the letter sent to BCP should be added to the Town Council Website to show residents that the Town Council had taken action.

**RESOLVED that the Town Council sets aside £85,000 from the General Fund to Earmarked Reserves for the refurbishment/re-design and re-surfacing of Scotts Hill Lane Playground subject to a lease extension for 80 years.**

Proposed by: Cllr P Hilliard

Seconded by: Cllr M Cox

Voting: unanimous

**261. Strategic Plan**

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.

Members were asked to note the progress alongside the Council's strategic Plan.

The Chairman raised that the Ducking Stool to be included in the Highways section of the Strategic Plan.

**RESOLVED that Members noted the quarter 2 strategic Plan.**

Voting: nem.com.

## **262. Deputy Mayor's Badge**

Members were asked to consider a recommendation from the Civic Working Group that a new bespoke Deputy Mayor's badge be commissioned.

The Town Clerk informed Members that the original Deputy Mayor's badge had been mislaid by the former Christchurch Borough Council before its transfer to the Town Council.

### **RESOLVED that:**

- a) a new bespoke Deputy Mayor's badge be commissioned with a maximum budget of £3,000 excluding vat from the Mayoral Budget; and**
- b) delegate to the Town Clerk to enter into the commission with a suitable jeweller in discussion with the Civic Working Group; and**
- c) authorises the payment via the Town Clerk accordingly.**

Proposed by: Cllr P Hilliard

Seconded by: Cllr S Bungey

Voting: unanimous

## **263. New Role - Events Assistant**

A Job Description and Events Role Profile and Person Specification were submitted, a copy of which had been circulated to each member and a copy of which appears as Appendices 'D & E' to these Minutes in the Minute Book.

Following consideration from the Civic Working Group members of this committee were asked to consider the role of Events Assistant for the purposes of providing assistance to the Town Council in sundry matters that require further ad hoc officer support.

Members were informed that a BCP caretaker had carried out work at the Town Council's events for the Remembrance Service and Civic Service.

Members discussed that the BCP Caretaker should invoice the Town Council for the previous work undertaken.

### **RECOMMENATION to Full Council:**

- a) following consideration from the Civic Working Group members considered the Events Assistant role as attached appendices for the purposes of providing assistance to the Town Council in sundry matters that require further ad hoc officer support;**
- b) the creation of an Events Assistant role; and**



**c) this role should be advertised**

Proposed by: Cllr P Hilliard

Seconded by: Cllr M Cox

Voting: unanimous

**264. Druitt Hall Windows**

A quotation for Professional Surveying Services at Druitt Hall 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.

Members did not agree with the original recommendation to authorise the Town Clerk to sign the contract and considered it should be delegated to the Town Clerk in consultation with the Chairman and Vice Chairman to seek alternatives and negotiate with Adam Elcock.

**RESOLVED that the Town Clerk be delegated in consultation with the Chairman and Vice Chairman to seek alternatives and negotiate with Adam Elcock.**

Proposed by: Cllr P Hilliard

Seconded by: Cllr M Cox

Voting: unanimous

**265. Budget Monitoring**

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

Members were asked to note the quarter 3 Budget Monitoring report regarding the position of Council's finances against the 2021-22 budget.

The Town Clerk recommended that £6,000 be vired from the General Fund to the Quomps Budget. Following debate members decided not to vire to the Quomps Budget in this quarter, but the Town Clerk to bring this back to the next Budget Monitoring report.

**RESOLVED that the quarter 3 Budget Monitoring report be noted.**

**266. Draft Budget 2022-23**

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

Cllr Charrett informed Members that the Queen's Platinum Jubilee Working Group had discussed proposals for the Jubilee celebrations which included bunting and flags, beacons, commemorative benches, and tree planting with an approximate total cost of £10,000 and also fireworks at a cost of £5,000 with possible funding options being investigated. Members felt that the Christchurch BID should be consulted.

Members raised that they wished to change the Britain in Bloom cost code to Britain in Bloom/ Platinum Jubilee and to keep the budget.

**RESOLVED that:**

- a) the Draft Budget 2022-23 be agreed as per the recommendations; and**
- b) the Britain in Bloom cost code be amended to Britain in Bloom/ Platinum Jubilee and to keep the budget.**

Proposed by: Cllr P Hilliard

Seconded by: Cllr M Cox

Voting: unanimous

**267. Exempt Business**

**RESOLVED that Members passed 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 commercial affairs of businesses and the Council.**

Voting: nem.con.

**268. Car-Parking – Priory Ward.**

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

The meeting ended at 8.24pm

CHAIRMAN

Christchurch Town Council Payments List				Agenda item 6		
Payments List 01.12.21 - 30.12.2021						
Expenditure:						
Invoice Date	Invoice Number	Supplier	Details	Net Amount	VAT	Gross Amount
20.01.22		Payroll & Tax Co	January Payroll	£7,959.42	£0.00	£7,959.42
07.12.21		R T Property Maintenance	boundary clearance-33 Suffolk Avenue fencing & Rutland Rd allt	£890.00	£0.00	£890.00
10.12.21		R T Property Maintenance	Tuttons Well boundary clearance -culvert behind the Guide Hut	£765.00	£0.00	£765.00
02.11.21	TEL7641	Rejuvenate	Phone charges for October 2021	£68.21	£13.64	£81.85
07.12.21	TEL7691	Rejuvenate	Phone charges for November 2021	£58.87	£11.77	£70.64
20.12.21	P2060561227	BCP	Boardward payment	£20,833.34	£4,166.67	£25,000.01
31.12.21		Unity Trust Bank	Service Charge	£26.85	£0.00	£26.85
<b>Direct payments made:</b>				<b>£30,601.69</b>	<b>£4,192.08</b>	<b>£34,793.77</b>
08.12.21	BW21808	Boyland Windows Ltd	Replacement glass in Old Town Hall	£571.58	£114.32	£685.90
10.12.21	AUB9642	Aubergine	Annual SSL secured website hosting	£299.00	£59.80	£358.80
30.11.21	2076259102	Source for Business	Water charges at Rutland Rd Allotments	£731.09	£146.22	£877.31
14.12.21	215124	Rokill	rodent control-Rutland Rd allotments 4/12/2021 to 13/03/2022	£148.00	£29.60	£177.60
17.12.21	P1840560266	BCP	2 Macebearers transport civic regalia to Wimborne for valuation	£245.25	£49.05	£294.30
17.12.21	1889	Harmony Print	275 x Mayor's Christmas cards printed & designed	£200.00	£40.00	£240.00
21.12.21	10	Friends of Druitt Gardens	Wildflowers seeds & plants for Druitt Gardens	£382.51	£0.00	£382.51
28.12.21	NV125045605	Zoom	Expenses Reimbursed-Video Communications-on line meeting	£11.99	£2.40	£14.39
31.12.21	29	Utlight	Call out fee- Christmas Lights	£350.00	£70.00	£420.00
				<b>£2,939.42</b>	<b>£511.39</b>	<b>£3,450.81</b>
<b>Total payments</b>				<b>£33,541.11</b>	<b>£4,703.47</b>	<b>£38,244.58</b>
<b>Details</b>						
<b>Receipts</b>		<b>Payments</b>		<b>Salaries</b>		
November 2021 payments authorised		£20,623.48		£4,986.01		
December 2021 payments made direct		£34,793.77		Wages		
				£0.00		
02.12.21	HMRVC Vat return	£3,814.75		Paye		
06.12.21	Event licence- Hengist artists	£520.00		£1,944.02		
				Pru		
				£300.00		
				Pen Ers		
				£577.56		
				Pen Ees		
				£151.83		
<b>Totals:</b>		<b>£4,334.75</b>	<b>£55,417.25</b>	<b>Total</b>		
<b>Bank Account Reconciliation</b>						
Balance as at 01.12.2021		£256,506.63				
Receipts		£4,334.75				
Less Payments		£55,417.25				
Balances as at 31.12.2021:						
<b>Unity Trust Bank PLC</b>		<b>£205,424.13</b>				
<b>CCLA Public Sector Deposit Fund</b>		<b>£650,077.73</b>				
<b>Total in Banks as at 31.12.21</b>		<b>£855,501.86</b>				

**Christchurch Town Council**  
**Resources Committee – 11 January 2021**  
**Schedule of Payments for Approval**

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			<b>Total payments</b>	<b>£33,541.11</b>	<b>£4,703.47</b>	<b>£38,244.58</b>

Signed by:

Cllr Mike Cox

**Chairman of Resources Committee**

**Date:**

