



Christchurch Town Council

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

Resources Committee Agenda

Tuesday, 5 July 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, 5 July 2022 at 6.00pm.**

Membership:

Chairman: Cllr Mrs S Spittle

Vice Chairman: Cllr W Grace

Cllr A Coulton

Cllr M Cox

Cllr L Dedman

Cllr C A Gardiner

Cllr P Hilliard

Cllr G E E Polson

Cllr M J Tarling

The business to be transacted is set out overleaf

Daniel Lucas

Town Clerk

29 June 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

To confirm as a correct record the Minutes of the meeting of the Resources Committee held on 7 June 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.

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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 June 2022 for information.

To follow

7. Christmas Lights

Members to receive a verbal progress report.

Verbal report

8. Jubilee accounts and costings

To follow

For information only – Members to note the Jubilee accounts and costings.

9. 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 living individuals.

10. Annual Staff Appraisals (Exempt)

To follow

Members to approve the annual pay increments following the Annual Staff Appraisals.

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 June 2022 at 6.00pm Christchurch Library, Room 14, High Street, Christchurch, BH23 1AW

Present:-

Chairman: Cllr Mrs S Spittle

Vice-Chairman: Cllr W Grace

Present: Cllr M Cox (via Zoom), Cllr C A Gardiner, Cllr P Hilliard, Cllr G Polson and Cllr M J Tarling.

Also in attendance: Cllr Mrs S Bungey and Cllr R D Luscombe.

Apologies: Cllr A Coulton and Cllr L Dedman.

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

Members of the Public present: 3

Members of the Press present: 0

31. Election of Chairman

RESOLVED that Cllr Mrs S Spittle be appointed Chairman of the Committee for the 2022/2023 Municipal Year.

Voting: unanimous

Proposed by: Cllr W Grace
Seconded by: Cllr M Tarling

32. Election of Vice-Chairman

RESOLVED that Cllr W Grace be appointed Vice-Chairman of the Committee for the 2022/2023 Municipal Year.

Voting: unanimous

Proposed by: Cllr Mrs S Spittle
Seconded by: Cllr M Tarling

33. Declarations of Interest

There were no declarations of interest on this occasion.

34. Minutes of Previous Meeting

The minutes of the meeting held on 3 May 2022 were agreed and signed as an accurate record.

Proposed by: Cllr C Gardiner

Seconded by: Cllr Mrs S Spittle

Voting: unanimous

35. Public Participation

RESOLVED that the Council's standing orders be suspended in relation to the registration of Public Speaking to allow the Chairman of the Friends of Druitt Hall to speak 'out of time'.

The Chairman of the Friends of Druitt Hall stated that it was not a risky contract to be involved in as the replacement windows at Druitt Hall would be installed within a couple of months, so staged payments would not be for consideration.

Voting: unanimous

Proposed by: Cllr P Hilliard

Seconded by: Cllr M Tarling

36. Public Questions

There were no questions from the public on this occasion.

37. Town Clerk's Report

The schedule of payments for the period 01.05.2022 to 31.05.2022 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 May 2022 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 informed the Committee that due to Unity Trust Bank's IT technical issues that a statement was not available for the Chairman to sign, and a transaction history had been printed for the period ending 31 May 2022 which confirmed the bank account balance.

A statement for the Public Sector Deposit Fund had also not been received for the period ending 31 May 2022.

A member enquired if all the costs had been received for the Jubilee event. The Project officer advised that not all the invoices had been received for the Jubilee costs, and that there was a £18,000 budget with approximately £10,000 spent to date.

The Town Clerk informed Members that the Jubilee accounts and costings would be brought to the next meeting of Resources for Consideration.

Cllr Tarling enquired when the BCP Conservation officers' report on the Old Town Hall would be made available. The Town Clerk informed him there were many things to consider and that the meeting was informal for the Conservation Officers to see the building for the first time and the issues the building presents. The Clerk stated that there would not be a formal report coming forwards and that the Conservation officers would respond to any planning matters providing advice where needed.

RESOLVED that:

- a) the schedule of payments for the period 01.05.2022 to 31.05.2022 be approved; and**
- b) the monthly accounts for the period to the end of May 2022 be noted.**

Proposed by: Cllr P Hilliard

Seconded by: Cllr G Polson

Voting: unanimous

38. Windows at Druitt Hall

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 Project Officer provided Members with an update on the replacement windows at Druitt Hall.

Cllr Tarling stated that as the Council had committed £40,000 for the replacement of windows at Druitt Hall, that he would support the Council funding the additional £20,000 from the Council's General Fund for the increased costs.

Cllr Tarling further questioned what bonds and guarantees the Council had regarding the tenders and was informed that these were not included in the tender pack which had been agreed at a prior meeting of Resources Committee.

Cllr Tarling also questioned if it had been a requirement for double glazed windows, this was confirmed and was informed that the windows were designed for heritage buildings such as Druitt Hall.

Cllr Tarling enquired if the Council would do stage payments and was informed that this could be arranged. The Project Officer advised that there was a 5% retention during works and a

2.5% upon practical completion. There is an ability to make monthly progress payments, although the project may only take 3-4 weeks.

Cllr Mrs Bungey raised concerns for the risk involved to the Council and saw no reason why this should not be looked at again and be considered by a meeting of Full Council. She further stated that the Town Council did not have a base and that a community hall was also needed. She suggested that we look at the practicality to knock down the existing Druitt Hall and build a new community building with a second storey for Town Council Offices.

Cllr Polson felt that the windows would last longer than the building and that a new building should be built instead of replacing the windows.

Cllr Mrs Spittle felt that the Council owed it to Druitt Hall to replace the windows. It was a well-used building by many organisations in Christchurch and felt that the Council should accept quotation 2 and continue to look for a Town Council Office.

Cllr Tarling raised that it would be a difficult and lengthy process for the Town Council to obtain planning permission and build a new building.

RESOLVED that the Town Council:

- a) approved the tender from Company number 2 for the Druitt Hall Windows Project at a cost of £60,841.43 (plus VAT) £13,168.23 with the total sum payable £74,009.66.**
- (b) delegates to Town Clerk to award contract to preferred supplier company 2 and to sign on behalf of the Town Council;**
- (c) delegates to Town Clerk to publish the contract award notice;**

Proposed by: Cllr M Tarling

Seconded by: Cllr P Hilliard

Voting: 4:0 (2 abstentions)

39. Reserves allocation

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 Earmarked Reserves currently and to identify future projects for allocation into the capital Earmarked Reserves going forwards.

Cllr Hilliard enquired if the Council could approach Mudeford Cricket Club to apply for grant funding. The Town Clerk advised that once commitment was made by the Council and documented in Council minutes, then the Cricket club could then apply for grant funding.

RECOMMENED to Full Council that:

- (a) **the committee considered the proposals to earmark monies to Earmarked Reserves from the unspent General Fund of those projects identified; and**
- (b) **the sums to add to the Earmarked Reserves be allocated as follows:**
 - 1. **Elections - allocate £25k to earmarked reserves for all out elections 2023.**
 - 2. **Christmas light Additional offer- allocate £20k to earmarked reserves for the additional offer for the festive season 2022/2023.**
 - 3. **Barrack Road Recreation Ground - allocate £100k to earmarked reserves in readiness for the transfer of Barrack Rd.**
 - 4. **Mudford Recreation Ground - allocate £45,000 to earmarked reserves to provide for pitch improvements at Mudford Cricket Club.**
 - 5. **The above capital projects equate to £190,000**

Voting: unanimous

Proposer: Cllr P Hilliard
Seconder: Cllr M Tarling

40. Jubilee benches

Cllr Coulton had previously raised whether the Council could provide Jubilee benches for Christchurch Quay, Mudford Cricket Ground and Druitt Gardens, but was not able to attend the meeting.

The Project Officer informed Members that the Jubilee Working Group had recommended the placement of benches and that the cost for each Jubilee commemorative bench including an engraved plaque was £1,238 each.

Cllr Gardiner stated that she was disappointed that benches were not being placed in her Ward. The Town Clerk advised that the areas that she had suggested were not the Council's land and therefore could not put a bench on land that the Council did not own.

The Town Clerk advised that there were enough funds in the Jubilee budget for a further bench. The Town Clerk suggested that the Jubilee Working Group should consider where an additional bench could be placed, and he would then negotiate with BCP Council whether a bench could be placed on their land.

RESOLVED that the Council:

- a) **provides Jubilee benches to be placed at Christchurch Quay, Mudford Cricket Ground and Druitt Gardens at a cost of £1,238.76 per bench excluding vat; and**
- b) **investigates the option for a 4th bench overlooking the river Stour at River Way if viable.**

Voting: unanimous

Proposer: Cllr C Gardiner
Seconder: Cllr W Grace

41. Appointment of Finance Officer

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 appointment of a Finance Officer to future proof the Council.

Cllr Hillard enquired if the allotments would continue to be invoiced by Stour Valley and Poole Partnership and was advised that this would continue.

RECOMMENDED to Full Council that the Council:

- (a) creates the role of Financial Assistant with the attached job description at the pay-band SCP13-17 £23,023 to £24,920 (£11.97 - £12.95 p/h) Part-time at 0.33 FTE (12 hours per week pro-rata) on a permanent basis;**
- (b) delegates to Resources Committee the oversight and management of "Person Specifications" for the role to provide flexibility if advertised specifications do not provide for suitable candidates; and**
- (c) authorises the Town Clerk to draft job adverts accordingly.**

Voting: unanimous

Proposer: Cllr M Tarling
Secunder: Cllr C Gardiner

42. 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 personal information of the matter relating to living individuals.

Voting: unanimous

Proposer: Cllr M Tarling
Secunder: Cllr C Gardiner

Cllr P Hilliard left the meeting at 7.59pm

43. Annual Staff Appraisal

Members noted the Annual Staff Appraisals.

RESOLVED that Members noted the verbal report.

The meeting ended at 8.06pm

CHAIRMAN