



Christchurch Town Council

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

Resources Committee Agenda

Tuesday, 1 November 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, 1 November 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

Vanessa Ricketts FSLCC
Interim Town Clerk

26 October 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 5 October 2022 (copy attached).

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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 2022 for information.

To follow

7. Council Barclaycard

Members to consider the acquisition of a Barclaycard to be used for Council expenses.

Verbal Report

8.	Staff Training & Development Report	7 – 9
	Members to consider the Staff Training and Development Report and to approve the recommendations outlined.	Appendix 1
9.	Mudford Cricket Pitch	10 – 12
	Members to receive a report outlining the condition of the Mudford Cricket Pitch along with costs for remedial works and to consider the recommendations therein.	Appendix 2
10.	Notice board for the Old Town Hall	
	Members to consider the proposal for an oak wall mounted notice board to be placed on the Old Town Hall.	Appendix 3
11.	Recommendations from the Neighbourhood Plan Working Group	
	Members to consider a report from the Chairman of the Neighbourhood Plan Working Group regarding the following:	To follow
	a) Virement of £29,400 from the 2021-2022 uncommitted/unspent budget of the Neighbourhood Plan to go across to the Neighbourhood Plan Working Group budget line for this year.	
	b) Car Park Study – To agree the consultant to be engaged for the Car Park Study together with the budget.	
	c) Transport Consultant – To agree the budget for the Transport Consultant	
12.	Transfer to CCLA Public Sector Deposit Fund	
	To agree by resolution to move the sum of a £150.000 from the Council Unity Bank to the Public Sector Deposit Fund.	Verbal Report
13.	Deputy Mayor’s Badge	13 – 14
	Members to approve the cost and the design of the proposed Badge.	

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

Present:-

Chairman: Cllr Mrs S Spittle

Vice-Chairman:

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

Apologies: Cllr W Grace and Cllr L Dedman.

Officers present: Zeynep Aktuna, Democratic Services Officer, Vanessa Ricketts, Interim Town Clerk

Members of the Public present: 1

Members of the Press present: 0

165. Declarations of Interest

There were no declarations of interest on this occasion.

166. Minutes of Previous Meeting

The minutes of the meeting held on 2 August 2022 and extraordinary meeting held on 24 August 2022 were agreed and signed as an accurate record.

Proposed by: Cllr A Coulton

Seconded by: Cllr P Hilliard

Voting: Unanimous

167. Public Participation

There was no public participation on this occasion.

168. Public Questions

A Member asked if the Council was planning to publish their accounts on the notice board for public to see and questioned whether the Council was planning an annual town meeting in the spring.

The Interim Town Clerk replied that the accounts, the conclusion of audit and the agendas had been published on both Council's website and the notice board in Wick Lane as required by law. The Interim Town Clerk also informed Members that a Notice Board Policy and a proposal to put a notice board on the Old Town Hall would be brought forward to the next Full Council meeting.

The Interim Town Clerk explained that the Annual Meeting of Electors was a legal requirement under LGA1972 s13(1) and confirmed that Christchurch Town Council would undertake this legal duty in the future to its residents. The Interim Town Clerk assured Members that she would be instructing the new Clerk, when appointed, to hold an Annual Town Meeting as prescribed by law.

169. Town Clerk's Report

The schedule of payments for the period 01.09.2022 to 30.09.2022 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 September 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.

RESOLVED that:

- a) the schedule of payments for the period 01.09.2022 to 30.09.2022 be approved; and**
- b) the monthly accounts for the period to the end of September 2022 be noted.**

Proposed by: Cllr A Coulton

Seconded by: Cllr P Hilliard

Voting: Unanimous

170. Retrospective Schedule of Payments List and Town Clerk's Report for August 2022

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 Interim Town Clerk updated Members that these were agreed in the extraordinary council meeting on the 6th of September 2022, but Members were asked to reaffirm these minutes as they were declared invalid on the Full Council meeting of 27 September 2022.

RESOLVED that

- a) the schedule of payments for the period 01.08.2022 to 30.08.2022 be approved; and
- b) the monthly accounts for the period to the end of August 2022 be noted.

Proposed by: Cllr A Coulton

Seconded by: Cllr P Hilliard

Voting: Unanimous

171. Budget Monitoring Report

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.

The Interim Town Clerk confirmed that all the expenses were within the budget limits and drew Members' attention to the cost centre (no. 59) on Community Grants to explain that the overspent amount was due to the grant awarded to the Somerford Youth and Community Centre, which was agreed on April 2022.

The Interim Town Clerk pointed out that the Council had unspent money and confirmed it would be wise to spend the budgeted money. Members discussed that the Council could spend more on community grants.

Members questioned the possibility to vire from one cost centre to another. The Interim Town Clerk confirmed, provided that the total spending stays within the total expenditure limit, the budget could be adjusted, revised and that an underspent amount in one area could be vired into another by a Council resolution.

A Member highlighted that the Office of the Mayor and Deputy Mayor were very good value for Christchurch.

RESOLVED that the Budget Monitoring Report was approved.

Proposer: Cllr A Coulton

Secunder: Cllr C A Gardiner

Voting: Unanimous

The meeting ended at 6.24 pm

CHAIRMAN

Resources Committee

Agenda Item 8

Staff Training

Report Type:	Public Report for Information
Purpose of Report:	To consider the training needs of Christchurch Town Council and develop the knowledge and skills of current officers.
Recommendations:	It is RECOMMENDED that:
	<ul style="list-style-type: none"> (a) Members consider the report and the attached Training Policy (b) Proceed with a training plan for three members of staff (c) Project Officer - CiLCA, (d) Democratic Services Offices Officer - ILCA (e) Finance Officer - FiLCA (f) Delegates to the Interim Town Clerk to authorise staff to sign up to the Courses/Qualifications and make the necessary payments.
Wards:	All Wards
Contact Officer:	Vanessa Ricketts – Interim Town Clerk

1. BACKGROUND

Christchurch Town Council created a Training and Development policy to ensure both staff and Councillors provide have the necessary skills and knowledge for their current role.

The Training and Development Policy states:

“Christchurch Town Council is committed to the continual training, learning and development of all councillors and employees. Where resources allow it shall promote the pursuit of relevant qualifications and training opportunities to all councillors and staff when requested”.

It also underpins two out of four of the Council’s core values identified in its Strategic Plan (2021-2025):

- “We embrace knowledge to learn and adapt”.
- “We strive for excellence”.

2. TRAINING**2.1. CiLCA Course Overview, – James Atkinson;**

- (a) Helping you to build a rewarding career in your council
- (b) Study CiLCA and learn the tools to:
- (c) Make confident, informative decisions for your council and your community
- (d) Adapt to changing circumstances
- (e) Set a vision for the future for your council and your community
- (f) Advise and support the council as it identifies and implements plans for the future
- (g) Advise the council on its duties and powers
- (h) Ensure your council is compliant with proper financial practices
- (i) Respond to questions and problems with a dynamic, 'can-do' attitude
- (j) CiLCA forms part of the criteria for the council to exercise the General Power of Competence

2.2. ***ILCA Course Overview*** – Zeynep Aktuna;

2.3. The aim of the course is to provide an introduction to the work of a local council, its councillors and the clerk. The online programme can be studied in your own time whilst you find your feet in your new role. The course is in five sections based on the Occupational Standards established by the National Training Strategy in England.

- (a) Module 1: The Core Roles
- (b) Module 2: Law and Procedures
- (c) Module 3: Finance
- (d) Module 4: Management
- (e) Module 5: Community
- (f) Assessments

2.4. ***FiLCA Course Overview*** – Susan Roxby

2.5. The Financial Introduction to Local Council Administration (FILCA) is a Level 2, online sector specific learning tool to support all new Responsible Financial Officers (RFO's) in England and Wales (or officers who have a financial element to their job role). The aim of the course is to provide an introduction to council finance

- (a) Module 1: Roles & Responsibilities
- (b) Module 2: Budget and Precept
- (c) Module 3: Systems & Procedures
- (d) Module 4: Internal Control and VAT
- (e) Module 5: External Audit and the Year End
- (f) Assessments

3. FINANCIAL AND RISK

3.1. Staff training costs are an important investment for any organisation, the training budget set for 2022-23 is £2,300.

3.2. To date £65 has been committed so £2,235 is remaining for the year.

3.3. The training costs are within budget for 2022-23 and broken down as follows:

- (a) Introduction to CiLCA - Members rate £50 + VAT

- (b) CiLCA - £660 + VAT (VAT applies for the webinars only)
- (c) ILCA - £120 + VAT
- (d) FiLCA - £120 + VAT
- (e) Total £950 + VAT** - maintaining £1,285 for the remaining part of the year.

4. CONCLUSION

4.1. Members are asked to consider the report and to approve the recommendations outlined.

Appendices:

Appendix 1 Christchurch Town Council - Training and Development Policy

Resources Committee

Agenda Item 9

Mudford Cricket Pitch

Report Type:	Public Report for Information
Purpose of Report:	To consider Appendix 1 attached to this report in the future works required at Mudford Cricket Ground.
Recommendations:	It is RECOMMENDED that:
	<ul style="list-style-type: none"> (g) Members consider the report and the attached Mudford CC Outfield Assessment Report (h) Investigation of the underground water pipe and instruct works to correct utilising the Assets Damage Contingency Fund. (i) Officers produce a Tender and publish it through <u>Gov.uk</u> contracts finder to find the best value for Surface improvements as specified in the report (j) Appoint a company based post Tender returns based on the Total estimated cost £45,569.70 ex VAT + design and project supervision costs. (k) Members decide which Irrigation plan (Option 1) or (Option 2) to pursue utilising reserves.
Wards:	All Wards
Contact Officer:	Vanessa Ricketts – Interim Town Clerk

1. BACKGROUND

This committee has been managing the improvements to Mudford Cricket Ground and on 7 June 2022 the Committee committed to allocate £45,000 to earmarked reserves to provide pitch improvements at Mudford Cricket Club.

Officers approached a company to produce a survey and recommendations at the Resources Committee on 24th August 2022

RESOLVED that the Town Council:

a) approved the quotation from Company number [x] to conduct a survey and assessment on the state of the cricket pitch and Mudford recreation ground at a cost of £1,525 (plus VAT) £305.00 with the total sum payable £1,830

b) authorised Officers to engage the contractor and pay accordingly.

Voting: unanimous

Proposer: Cllr Coulton

Seconder: Cllr Hillard

2. SURVEY

- 2.1. The survey was carried out on 20th September 2022 and the report was received on 6th October 2022.
- 2.2. The report produces a summary of the condition, goes into detail regarding the soil analysis results and gives an indication of the irrigation needed at the site.
- 2.3. Further it highlights an issue with the underground water pipe that needs to be investigated. It's recommended that any costs from this are utilised from the Assets Damage Contingency Fund which has £4k
- 2.4. It breaks down the rough indicative costs to improve the level of the playing surface – this is what will be used as the specification for the Tender
- 2.5. Beyond that it informs us of the future maintenance needs.

3. FINANCIAL & RISK

3.1. Outfield Improvements

There is currently £43,507 remaining in the budget. The projected costs are more than this at £45,569.70 – It is proposed that any additional (£2,062) will be brought forward from Reserves

The issue with underground water pipe can be rectified using The Assets Damage Contingency Fund. This has a £4k budget.

3.2. Irrigation Improvements

To increase the quality of the pitch and combat against an ever-raising climate the current irrigation is not sufficient.

The report outlines two options that utilise the water supply and a further opinion around commissioning a formal groundwater prognosis report from a specialist irrigation consultant that may provide an option for abstraction of groundwater – although the report states “*There seems to be little scope*”

For both options there are no earmarked reserves set aside

3.3. *Option 1*

- 3.4. A separate tank is installed (Planning permission is needed) on site that is filled from the mains. The tank is fitted to a separate pump set and control board. A 32 mm diameter main taking water to one side of the outfield would also need to be installed with take-off hydrants located along the main, fitted in locked irrigation control boxes dug into the ground. A large travelling sprinkler reel irrigator can then be fitted to the hydrants and used to water the outfield – This option requires to be set up and moved 3 times during each irrigation cycle with a motorised vehicle such as a tractor.

The very rough estimated cost of such a system is around **£45K - £60K ex VAT** and design costs.

3.5. *Option 2*

- 3.6. An alternative would be a network of pop-up irrigators that can be designed to water the area more accurately, reducing the risk of over-spraying onto pavements and roads. This would also allow the square to be watered separately to the outfield

To upgrade to an automatic pop-up system the approx cost would be **£65k - £100k ex VAT** and design costs

- 3.7. Full details of the different systems are in the report on page 10-11
- 3.8. It is worth noting **5.2 Surface improvements** of the report *“It is noted that without a way to water the outfield through the summer, any works recommended here cannot improve grass cover and outfield quality sustainably as the loss of grass cover is likely every year in dry periods”*

4. CONCLUSION

- 4.1. The outfield assessment report (Appendix 1) has outlined a specification for pitch improvements along with immediate issues to repair and gives options of additional irrigation to ensure the surface remains in good condition.
- 4.2. Instruct officers to resolve the issue with the mains pipe with Bournemouth Water utilising The Damage Asset Fund that has £4k in.
- 4.3. Due to the costs a full Tender process will be used to find a contractor for the pitch improvements.
- 4.4. The current earmarked reserves doesn't cover the projected costs specified in the report.
- 4.5. Utilise further reserves to complete the surface upgrades.
- 4.6. Outlines two irrigation options for members to consider and set aside monies from reserves to complete.

Appendices:

Appendix 2 Mundeford CC Outfield Assessment Report

On 7 December 2021 the Resources Committee resolved the following:

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.

The Civic Working Group has reviewed 4 quotes and designs ranging from £680 + VAT for a very simple non-bespoke design to £5750 + VAT. Quotes were obtained from Fattorini, Fabb, Shaw's and Vaughtons.

Following enquiries with the various designers, the Civic Working Group has expressed a preference for the below:



The Civic Working Group expressed a desire that the badge be easily swapped from a collarette to a fine chain. The designer has consequently added a 'D ring' to the design to make this possible and the cost of a fine chain has been added to the quote.

The final quote for the above design from Fattorini's is:

Q0079092 - DEPUTY MAYOR PENDANT

Hallmarked Sterling silver gilt and enamel three piece pendant.

Bespoke shape 68mm x 106mm plus top fitting and D ring.

Vitreous enamelled two colours.

Polished hard gold finish.

Complete with 32mm Royal Blue Collarette.

Packed in a presentation case.

D.N. B220201-03

£1815.78 net

Plus: SBYZ – 24" Necklet £206.80 nett

TOTAL: £2,022.58 plus VAT