TownClerk@Eastleigh-TC.gov.uk

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 10 APRIL 2024 AT 7 PM AT THE CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH

Those Present: Cllr P Barrett (Chair), Cllr J Constable (Vice Chair) Cllr M Ashton, Cllr A Clifton, Cllr E Marks and Cllr G Richardson.

In Attendance: Mrs R Davies Town Clerk

49 / 23 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr T Park, Cllr B Dehdia, Cllr Phillips and Miss N Barfield, (Assistant Town Clerk).

50 / 23 REGISTER OF INTERESTS AND DISPENSATIONS

There were no declarations of interest for items on the agenda.

51 / 23 MINUTES OF THE LAST MEETINGS

RESOLVED: That the minutes of the last meeting held on the 7 February 2024 are a true record of the meeting and were duly signed by the Chair.

52 / 23 PUBLIC PARTICIPATION

There were no members of the public present or questions raised in advance of the meeting.

53 / 23 FINANCE REPORTS

- The committee received and noted the schedule of accounts to end of February 2024, there were no questions raised requiring answers after the meeting.
- The committee reviewed and approved the bank reconciliation to 29 February 2024

RESOLVED: That Cllr Marks signs the Bank Reconciliation statement to 29 February 2024.

- The committee received the budget report and noted the YTD v's Budget for the period ending 29 February 2024. The budget for the salaries was raised as a concern and would exceed the approved budget set by the year end. The RFO confirmed that this did not require a virement due to the overspend occurring in month 12 and was mitigated by other underspend in budget line items.

- The committee received and noted the VAT Return for March 2023 to March 2024 and the review the proposal to register for VAT.

RESOLVED: That the council will register for VAT for 2024 2025 and use Making Tax Digital software to make quarterly returns.

- The committee received and reviewed the financial risk assessment noting the areas which did not apply to Eastleigh Town Council and required amendment.

ACTION: The action was agreed for the Town Clerk to make amends and bring the draft risk assessment for approval at the council meeting 22 May 2024.

54 / 23 SOFTWARE

- The committee received the proposals and recommendation from the RFO for Council specific accounting software.

RESOLVED: That the RFO would purchase Scribe accounting with allotments to a value of £1,908 per annum and initial costs of £896.

55 / 23 GRANTS AND SPONSORSHIP

- The committee received a grant request from Parkewood School of Dance to support 12 dancers aged between 8-17 who have recently qualified to represent England at the dance World Cup in Prague in July. The committee noted that information had been requested and had not yet been received. Therefore, the decision was deferred to the council meeting on the 22 May 2024 with the following actions.

ACTION: The Town Clerk to request more information to meet the grant form and bring back to the council meeting on the 22 May 2024

- The committee discussed a process for the Sponsorship Criteria for 2024/25 and agreed the following actions:

ACTION: The Town Clerk to provide example templates for the next meeting to review.

- Review sponsorship for Eastleigh Pride 2024

ACTION: The Town Clerk to contact Eastleigh Pride for their sponsorship arrangements for 2024 and request additional financial information from last year.

56 / 23 ALLOTMENTS

The committee requested that thanks were recorded in the minutes to Ruth Davies and Natasha Barfield for the work carried out in the last 2 weeks to get the allotment tenancy agreements and invoices sent out.

- The committee received an update from the Town Clerk on the invoicing and tenancy agreement process and timelines.
- The committee received an updated forecast of income from the allotment gardens for 2024 2025 based on April billing and noted that this was more than the budgeted figure.
- The committee received the request for a notice board and confirmed that this was approved under Town Clerk's Scheme of Approval.

RESOLVED: That committee approves the RFO uses scheme of delegation to purchase the notice board

ACTION: The Town Clerk and Cllr Clifton to review the budget in relation to the Allotments and confirm budget facilities for requests.

The committee discussed that a budget should be allocated to the Asset Committee for the necessary expenditure in the coming year such as machinery, signage, etc.

RESOLVED: That Asset Committee will provide a budget request for the capital works at the allotments for approval at the next Policy and Finance Committee meeting and in the intervening period the existing maintenance budget of £5,000 will be used if required.

57 / 23 POLICIES

- The committee received the Annual Policies and Procedures Review Document, noted the missing policies, and agreed the following actions:

ACTION: The Town Clerk to create drafts folder for all policies for review by the committee in Share Point and committee members will review and annotate with comments.

58 / 23 INSURANCE

- The committee received for approval the renewal quotation from Gallagher Insurance for the year 2024 2025 and the additional cyber insurance proposal.

RESOLVED: That the committee would proceed with Gallagher for Hiscox insurance, at a premium of £1,819.49 which includes the allotment sites.

RESOLVED: That the committee would proceed with Gallagher for Cyber Insurance at a premium of £260.96 for cover up to £250,000.

59 / 23 EVENTS

The Chair proposed and the committee approved an additional item on agenda which did not include approval of new expenditure and was therefore permitted.

The events working group were delegated by Council, 13 March 24 under minute 88/23 to review and approve expenditure for an event to commemorate D-Day.

The committee reviewed the paper provided by the events working group and the proposed activities.

RESOLVED: That the committee allocates a budget facility of £6,100 from the existing approved budget line for Community and events grant.

60 / 23 DATE OF NEXT MEETING

To review the date of the next meeting scheduled for the 12 June 2024

The meeting closed at 8:20 pm

Signed as a true record of the meeting:

Chair _____

Date _____