



DURRINGTON TOWN COUNCIL

COUNCIL OFFICE, VILLAGE HALL, HIGH STREET, DURRINGTON, SP4 8AD

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MEETING OF THE FINANCE AND HR COMMITTEE 12th MARCH 2025 AT 6.30PM IN THE ROBINSON ROOM AT THE VILLAGE HALL.

Present	Cllr S Smith Cllr P Galan-Bamfield Cllr P Paul Cllr M Wardell Clerk Jo Tudor	Madam Chairman Clerk
Public Participation	There were no public present for the meeting.	
Minute No.	Minute	Action
FHR 75.	ACCEPTANCE OF APOLOGIES – all committee members were present.	
FHR 76.	APPROVAL OF MINUTES – Minutes were approved for the meeting on the 6th of February 2025.	Clerk to put on the website
FHR 77.	DECLARATIONS OF INTEREST – There were no declarations of interest.	
FHR 78		

Durrington Town Council – Finance and HR Committee Meeting on Thursday 12th March 2025.
 Minutes approved as a true and accurate record, and signed as so by the Committee Chairman presiding

Signed Date.....

	<p>MATTERS ARISING FROM PREVIOUS MINUTES – Madam Chairman ran through the minutes there was one matter raised by Cllr Galan-Bamfield regarding the policy for capital spending and the proposed request form. Madam Chairman advised the form had been discussed at the Chairs meeting and a revised Budget Report form was created. This would be sent to the committee. All other matters from the minutes were completed.</p>	<p>Cllr Smith to send the new Budget Report Form to FHR committee.</p>
FHR 79	<p>GRANT APPLICATION -</p> <p>The Committee discussed the grant application from Bulford Scouts and agreed advise the Scouts that only one grant can be awarded to an organisation in each financial year. Having awarded the Scouts a grant last month the new application will be deferred until after the 1st of April 2025.</p> <p>The Grant application from Durrington Junior school for extra curriculum activities was approved for recommendation to the Full Council.</p> <p>The Grant application from the Durrington Day Centre for new chairs was approved for recommendation to the Full Council.</p>	<p>The Clerk to put on the council's agenda for the 25th of March meeting.</p>
FHR80	<p>QUOTES</p> <p>The committee considered and approved the quote to hire a pump track for the week of the 26th of August 2025.</p> <p>The committee considered the request from the Facilities and Amenities Committee for tree work at the Recreation Ground and approved the quote and work.</p>	<p>Clerk to check the council's insurance cover for the event.</p> <p>Clerk to arrange for the work to be carried out</p>
FHR 81	<p>REVIEW OF THE COMMITTEES TERMS OF REFERENCE –</p> <p>The new terms of Reference for the committees had been circulated. The committee ran through the terms and approved the document save for clarification clause on who chairs the meeting when the chairman is unavailable and the role of the Vice Chair.</p>	<p>The Clerk to put on the Council's agenda for formal approval at the next Full council meeting.</p>

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FHR 82.	REVIEW OF THE FINANCIAL REGULATIONS – The regulations were amended to reflect the new terms of reference and new spending limits – the committee went through the amendments and approved these for recommendation to the full council.	The Clerk to put on the agenda for the council to consider at the next meeting.
FHR 83.	TO CONSIDER THE FOLLOWING STAFFING POLICIES Annual leave Equality and Diversity Sickness and Absence Homeworking	The policies were agreed and now proceed to Full Council for approval.
FHR 84	DISCUSSION OF A PROCUREMENT POLICY AND APPROVED CONTRACTORS LIST – Madam Chairman began the discussion by asking the committee to consider if the new term of reference made the proposed policy one which fell within the committee's new remit. It was agreed the proposed policy would now fall to the Facilities and Amenities committee to consider and implement if required. The Clerk was asked to pass on the recommendation of the committee to the Facilities and Amenities committee to consider such a policy and list of local contractors.	The Clerk to put forward the suggestion to the FAC.
FHR 85	BUDGET REVIEW AND TRANSFERS TO EMR The committee reviewed the Budget, it looked at each cost code centre identifying under and overspends, it agreed with the proposed EMR movements to be recommended to the full council for approval at the next meeting. A. To approve a transfer of £2500 from Village Hall Budget for decoration to a Decoration EMR as the work will now not take place until after the financial year. B. To approve a transfer of £2500 from Admin budget for Legal fees to the Legal Fees EMR.	Clerk to put on the Full council agenda for the next meeting.

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	<p>C. To approve a transfer of £1500 from the Amenity Areas fencing budget to the Fargo Road EMR.</p> <p>D. To approve a transfer of £1000 from the Amenity Areas River Park budget to the Riverbank EMR.</p> <p>E. To transfer from Youth EMR to general funds £5,000 to pay for the pop-up youth events and the first tranche of the Buzz Action Grant.</p> <p>F. To approve the use of cemetery EMR fund for the use of tree surgery on the Recreation Ground.</p> <p>G. To approve the transfer of £5,699.16 from the Admin Area PWLB budget to the Playpark EMR.</p> <p>H. To remove the Jubilee celebration EMR fund and transfer the balance to General reserves.</p>	
FHR 86	COUNCILLOR TRAINING – One member of the committee accessed training last month. Madam Chairman attended a training session on standards in local councils and reiterated the importance of training for retaining standards at council meetings	
FHR 87	CONFIDENTIAL BUSINESS – there was no confidential business to discuss at this time.	
FHR 88	DATE OF THE NEXT MEETING – Tuesday 15th April 2025 AT 6PM	

_____ **MADAM CHAIRMAN** _____ **DATED.**

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