



# New Alresford Town Council

Alresford Recreation Centre, The Avenue, Alresford, Hants, SO24 9EP  
Tel: 01962 732079. Email: [townclerk@newalresford-tc.gov.uk](mailto:townclerk@newalresford-tc.gov.uk). Website:  
[www.newalresford-tc.gov.uk](http://www.newalresford-tc.gov.uk)

## Minutes of the meeting of New Alresford Operations and Resources Committee held on Tuesday 12 April 2022 commencing at 7.30pm

Name	Present	Apologies	Absent
Cllr Evans (Chair) (SE)	✓		
Cllr Bean (AB)	✓		
Cllr Divall (KD)	✓		
Cllr Gordon Smith (RGS)	✓		
Cllr Weston (MW)	✓		
Cllr Deeming (SD)		✓	

**ALSO PRESENT:** Marcia Phillibert – Town Clerk/RFO

The Chair welcomed all present to the meeting

### **OR22/001 Apologies for absence.**

Apologies received from Councillor Deeming

**RESOLVED: That apologies for Councillor Deeming are approved**

Proposed: KD		Second: MW	
For: All	Against:	Abstain:	

### **OR22/002 Dispensations for disclosable pecuniary interests under Section 33 of the localism act 2011.**

The Clerk advised no pecuniary interests received

### **OR22/003 Declarations of disclosable pecuniary and non-pecuniary interests on items on the agenda.**

No interests declared

### **OR22/004 Public participation**

A member of the public referred to January forecast documents and the current end of year figures and for the committee to analyse the differences. As the forecast figures are different to the actuals and this will improve forecasting in future.

### **OR22/005 Approve the minutes and recommendations of the Operations and Resources Committee held on 12 April 2022.**

**RESOLVED: That the minutes and recommendations of the Operations and Resources committee held on 12 April 2022 is approved.**

Proposed: KD		Second: AB	
For: All	Against:	Abstain:	

### **OR22/006 Elect Vice Chair for the Operations and Resources Committee for municipal year 2022/23**

**RESOLVED: That the Vice Chair for the Operations and Resources Committee for municipal year 2022/23 is Councillor Divall**

Proposed: KD		Second: AB	
For: All	Against:	Abstain:	

**OR22/007 Clerks Report**

The Clerk's report was noted.

**OR22/008 Chairs' update**

The Chair advised that there are several policies that must be in place by the end of this municipal year.

**OR22/009 Review the Balance Sheet, Bank Reconciliation, Bank Statements, Income and Expenditure and Payments Reports as of 31 March 2022 and associated end of year reports.**

There are expected invoices to be paid and therefore a transfer of sums would be prudent from the 32 days account to the current account.

**RESOLVED: That sum of £75,000 is transferred from the 32 day savings account to the current account**

Proposed: SE		Second: AB	
For: RGS, MW	Against:	Abstain: KD	

**OR22/010 Review purchase invoices as of 30 April 2022**

The electricity invoices are estimates. The clerk advised that this is due to the recent switch in suppliers, there is a smart meter, and the suppliers receive monthly readings

**OR22/011 Consider Earmarked Reserves and values for 2022/23**

That the Earmarked Reserves moving forward will be

Stratton Bates Play £135,000

Sunhill Train £6,000

Sunhill Slope £20,000

Alresford Recreation Centre – boiler £18,000

ARC Roof £90,000

Memorial Gardens £2,000

Cogswell Memorial £2,500

Health and Safety £1,410

Broad Street £1,000

New Allotment £8750

Website £2520

**RESOLVED: That the Earmarked Reserves moving forward is Stratton Bates Play £135,000, Sunhill Train £6,000, Sunhill Slope £20,000, Alresford Recreation Centre – boiler £18,000, ARC Roof £90,000, Memorial Gardens £2,000, Cogswell Memorial £2,500, Health and Safety £1410, Broad Street £1,000, New Allotment £8750 and Website £2520. That the Earmarked Reserves is referred to Town Council for formal approval.**

Proposed: KD		Second: MW	
For: All	Against:	Abstain:	

**OR22/012 Review Equality and Diversity Policy**

**RESOLVED: That the Equality and Diversity Policy is referred to Town Council for formal approval**

Proposed: MW	Second: SE	
For: All	Against:	Abstain:

**OR22/013 Review and approve Fire Alarm installation quotes**

The Fire Alarm quotes were reviewed and Supplier C selected

**RESOLVED: That supplier C – Balance Systems is selected to install a new Fire alarm system to include monitoring is referred to Town Council for approval.**

Proposed: SE	Second: KD	
For: All	Against:	Abstain:

**OR22/014 Review website proposal**

The website proposal was reviewed and the below recommendations made.  
The Icons are listed in alphabetically, change the icons for, Local Environment and Discover Alresford  
Health and Wellbeing and Events to be removed.  
The slider is to be at the top of the screen. That key information is at the top.

**OR22/015 Review and approve installation of new gates at Arlebury park quotes.**

The quotes for the new gate quotes were reviewed, to cease with the kissing gate and make it more user friendly for pedestrian wheeled vehicles. The R&E Committee have previously been concerned about the straight entry to the grounds  
The preferred supplier is Supplier B

**RESOLVED: That supplier B – James White is the selected supplier to install the new Iroko gates at Arlebury Park.**

Proposed: MW	Second: KD	
For: RGS, SE	Against: AB	Abstain:

**OR22/016 Review and approve copier quotes**

The copier quotes were reviewed.

**Recommendation 1:** Can the contract fees be negotiated down and the length of term of the contract

**Recommendation 2:** To ascertain the remaining length of the current contract and cost to exit

**OR22/017 Review and approve boiler servicing agreement quotes**

The quotes for the servicing of the boilers and annual maintenance were reviewed and Supplier A – Anchor Maintenance selected

**RESOLVED: That supplier A – Anchor Maintenance service the three boilers at Arlesford Recreation Centre value £320 excluding VAT.**

Proposed: SE	Second: AB	
For: RGS, MW	Against:	Abstain: KD

**OR22/018 Approve Councillor scheme of delegation for Operations and Resources committee.**

The concept of a scheme of delegation is good, however for this committee it is considered that the required skills are not available. The preferred way forward is to have a facilities management company.

For further research to be conducted in regard to installing CCTV by Councillors Evans and Gordon-Smith

**OR22/019 Exclude member of the public**

**RESOLVED: That the public are excluded from the meeting due to the confidential nature of the business about to be transacted.**

Proposed: SE	Second: KD	
For: All	Against:	Abstain:

**OR22/020 Staff update**

An update was provided that the member of staff has now completed the phased return to work and now working their full hours.

The Deputy Clerk will commence clerking of the Operations and Resources Committee.

A new member of staff was considered and the role they would perform to be effective

**RESOLVED: That the Refuse Engineer is given a monthly mileage allowance based on 5 miles per day.**

Proposed: SE	Second: KD	
For: All	Against:	Abstain:

The meeting concluded at 21:56 hours.

**Date of next meeting is to be determined.**