

**FINANCE COMMITTEE**  
**19 January 2016**

**Present:** Councillors Westmorland (Chairman), Draper, McIntyre, Nicholson, Swift & Upson.

**Apologies:** Councillors Beck, Briggs & Jones.

**2 members of the public were in attendance.**

As the Chairman and Vice chairman of the committee had sent their apologies, Councillor Westmorland was appointed Chair for this meeting.

**255 DECLARATIONS OF INTEREST**

Councillors should disclose pecuniary or non-pecuniary interest/s in any item/s on this agenda.

**The Chairman read out the following statement.** Members are referred to, and shall observe, the provisions of the Hemsworth Town Council's Code of Conduct. If a Councillor has a Disclosable Pecuniary Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote. If any interest (Pecuniary or Non-Pecuniary) has not been entered in the Town Council's register then you must disclose it at the meeting and inform the Monitoring Officer within 28 days of the date of initial disclosure. Failure to abide by the provisions of the Code in regard to Disclosable Pecuniary Interests now amounts to a criminal offence.

**No disclosures were made.**

**256 MINUTES**

**RESOLVED:** that the Minutes of the meeting held on 10<sup>th</sup> November 2015 as detailed in Minute Book No. 4, 2015/2016, pages 199 – 218 and as adopted by the Town Council on 1<sup>st</sup> December 2015, be received and approved.

**257 SUB COMMITTEES**

**RESOLVED:** That the notes and minutes of the sub committees, as detailed on pages 253 - 254 of these minutes be noted:-

Finance	17 November 2015
Finance	17 December 2015

**FINANCE COMMITTEE**  
**19 January 2016**

**258 PAYMENT OF ACCOUNTS**

**RESOLVED:** That the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 255 – 299 of these minutes be adopted:-

<b><u>October 2015</u> Cheque No's 716514 to 716522</b>	<b>= £1,535.80</b>
<b>Direct debits</b>	<b>= £10,637.03</b>
<b>BACS</b>	<b>= £58,523.68</b>
Transfers	= £109,072.54
Schedule Total	<b>= <u>£179,769.05</u></b>

<b><u>November 2015</u> Cheque No's 716523 to 716526</b>	<b>= £572.01</b>
<b>Direct debits</b>	<b>= £7,916.99</b>
<b>BACS</b>	<b>= £48,520.15</b>
Transfers	= £6,172.93
Schedule Total	<b>= <u>£63,182.08</u></b>

<b><u>December 2015</u> Cheque No's 716528 to 716529</b>	<b>= £337.39</b>
<b>Direct debits</b>	<b>= £7,953.30</b>
<b>BACS</b>	<b>= £33,482.48</b>
Transfers	= £7,709.28
Schedule Total	<b>= <u>£49,482.45</u></b>

**The Chairman signed and dated the schedules.**

**259 CORRESPONDENCE**

The Town Clerk reported on the following:

- a. YLCA - White Rose Update  
**It was agreed** that the details received be noted.
  
- b. YLCA Membership Subscriptions 2016/17  
**It was agreed** that the details received relating to the increase for subscriptions be noted.
  
- c. WPS – Public liability Claim  
**It was agreed** that the details received be noted.
  
- d. YLCA – Opportunities Bulletin (Funding)  
**It was agreed** that the details received be noted.

**FINANCE COMMITTEE**  
**19 January 2016**

**259 CORRESPONDENCE - continued**

e. Community Bus

**It was agreed** that the details received relating to hiring terms and conditions for the Community bus be noted.

f. YLCA – Changes to the External Audit Regime

**It was agreed** that the information provided by the Town Clerk be noted and that this Town Council agreed that they would not “opt out of the new arrangements” re auditor appointment.

g. Internal Audit

**It was agreed** that the report which had been circulated with the agenda be noted.

**260 BUDGET 2015/16**

The Town Clerk reported on the following;

a. Hemsworth Water Park – Outside toilet repairs

**It was agreed** that three quotations be obtained for the work required and the Clerk be given authority to accept the lowest quotation.

b. Valuation of Portfolio of Properties

The Clerk gave details of three quotations she had sought for the report to be undertaken.

**It was agreed** that the quotation received from Stanhope Property be approved.

c. Virement – refer to Minute No. 243c (Leisure Committee)

**It was agreed** that the virement from the Lakeside budgets (Building Repairs to New/Replacements Equipment) be approved for the purchase of new benches.

d. Outstanding account – Sandygate Football Facilities

The Town Clerk provided details relating to a booking which had been made and subsequently cancelled but had remained on the accounts system.

**It was agreed** that the information be noted and members approved the Clerks action in relation to this matter.

e. Surcharge payments re; debit or credit cards

**It was agreed** that no further action be taken on this matter.

**FINANCE COMMITTEE**  
**19 January 2016**

**261 EXCLUSION OF PRESS & PUBLIC**

**RESOLVED:** That in view of the confidential nature of business to be transacted, it is advisable, in the public interest, that the public and press be excluded and they are instructed to withdraw

**262 OPENING OF TENDERS – MACHINE SERVICING**

Members opened four tenders received for the Machine Servicing

**RESOLVED:** That the quotation received from Wrangbook Engineering (Upton) for the machine servicing be approved.

**263 STAFFING MATTERS**

The Town Clerk reported on the following:

a. Sickness monitoring – All Staff

**It was agreed** that the details provided by the Clerk on staff who had been on sick leave during the period 10 November 2015 to date be noted.

b. Local Government Association – Advisory Bulletin

**It was agreed** that the details received be noted.

c. Staffing review update

**It was agreed** that the information provided by the Clerk be noted and that the introduction of the new working practices with the assistant Manager continue and be monitored.

**It was further agreed** that the Facilities Managers vacancy be left on hold for a six month period and that a six month temporary appointment for a Team A position be advertised.

That the Stand-in position for the Café Supervisor be given to the current Café Assistant on a 12 month probation period.

d. Change in working hours – update (Refer to Minute No. 215c)

**It was agreed** that the details relating to the current negotiations that were taking place be noted.

**Meeting closed @ 7.35 p.m.**