

**FINANCE COMMITTEE**  
**11 November 2014**

**Present:** Councillors Campbell, Draper, Jones, McIntyre, Nicholson, Swift, Upson and Westmorland (Chair).

**Apologies:** Pickin and Wootton

**00 Members of the public were in attendance.**

**204 DECLARATIONS OF INTEREST**

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

**Chairman to 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.**

**205 MINUTES**

**RESOLVED:** That the Minutes of the meetings held on 09 September 2014 and 16 September 2014, as detailed in Minute Book No. 4 (2014/2015) pages 086 and 093 - 106 and as adopted by the Town Council on 07 October 2014, be received and approved.

**206 SUB COMMITTEES**

**RESOLVED:** That the notes of the Sub Committees, as detailed on pages 132 - 133 of these minutes be noted.

Finance 16 September 2014

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**207 PAYMENT OF ACCOUNTS**

**RESOLVED:** that the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 134-144 of these Minutes be adopted:-

<b><u>September 2014</u> Cheque No's 716168 to716235</b>	<b>= £94,179.28</b>
<b>Direct debits</b>	<b>= £20,407.25</b>
Transfers	= £317,007.07
Schedule Total	<b><u>= £431593.60</u></b>

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<b>207</b>	<b>PAYMENT OF ACCOUNTS - continued</b>	
	<u>October 2014</u> Cheque No's 716236 to 716290	= £54,000.20
	Direct debits	= £12,175.04
	Transfers	= £7,750.48
	Schedule Total	= <u>£73,925.72</u>

**The Chairman to sign and date the schedules.**

**208 QUARTERLY BUDGET REPORT**

Members discussed the quarterly budget report circulated.

**It was agreed:** that the information be noted.

**209 PAYMENT BY BACS**

Members discussed the report and the changed procedures circulated with the agenda.

**RESOLVED:** that the procedures to move to make all payments by BACS as from January 2015 be approved.

**210 CORRESPONDENCE**

The Deputy Clerk/Office Manager to report on the following:

- a. Yorkshire Internal Audit Service – First Interim Audit Year Ending 31 March 2015.  
The Deputy Clerk/Office Manager and the Chairman of the Council informed members of the report received from Yorkshire Internal Audit Service and the further information obtained from DCK Beavers Ltd.  
**It was agreed:** that the information be noted.
- b. Members to consider an Investment Strategy.  
Members discussed an Investment Strategy in relation to long term investments.  
**It was agreed:** that the Town Clerk prepares an Investment Strategy to be discussed by members.

**211 GRANT APPLICATIONS**

The Town Clerk to report on the following applications:

- a. Alpha Boxing Club – New Equipment, Club Registration, Coaching Courses.  
The Deputy Clerk/Office Manager informed members that the Alpha Boxing Club had been requested to provide the necessary information in order for members to consider a grant but that this had not yet been received.  
**It was agreed:** that the necessary information to support the application is provided before this requested can be considered further.
- b. Hemsworth Town Terriers – Equipment for Training Purposes.  
**It was agreed:** that Hemsworth Town Terriers provide clarification as to what equipment is required.
- c. Hemsworth Town Terriers – New Equipment.  
The Deputy Clerk/Office Manager informed members that no balance sheet had been provided and that the bank statement showed a different name.  
**It was agreed:** clarification of the name of the bank statement and receipt of a balance sheet was required prior to considering this application further.

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**212 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.

**213 REVIEW OF TOWN COUNCIL FINANCIAL REPORTING PROCEDURES**

Members discussed the matter referred from Town Council on 07 October 2014.

**It was agreed:** that The Town Clerk reviews the present accounting and reporting procedures and alternative methods and prepares a report for consideration.

**214 STAFFING MATTERS**

The Deputy Clerk/Office Manager to report on the following:

- a. Sickness monitoring – All Staff.

Members were informed of the monitoring of sickness for all Town Council staff.

**It was agreed** that the information be noted.

- b. To discuss Service Provision Christmas and New Year.

Members discussed the closure of Town Council services of the Christmas and New Year period.

**It was agreed** that subject to their being no bookings that services close on Christmas Day, Boxing Day and New Years Day.

- c. Staffing Review and Update.

The Chairman of the Council reported on staffing review.

**It was agreed** that the information be noted and further reports will be provided.

- d. Staff Hand Book – To consider the amendments to the Staff Handbook.

Members discussed the proposed changes to the Staff Hand Book.

**RESOLVED:** Proposed changes accepted with the exception of the following amendments.

Appeal hearings being heard by three members with two members being acceptable in exceptional circumstance with the Chair of the Hearing having a casting vote if needed, that 33.9 Suspension requires that the suspension of any staff member is reviewed every two weeks, that the full details of 34.9 Right to be Accompanied information is provided to any member of staff subject to disciplinary, that the word capability is also changed in the Absence policy.

- e. Budget 2015/2016 – Chairman of the Council to update.

The Chairman of the Council reported to members the situation regarding the arrangements for the preparation of the budget of 2015/16.

**It was agreed** that the information be noted.

**Meeting closed at 20:10**

Rachel Middleton

Deputy Town Clerk/Office Manager

11 November 2014

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