

**FINANCE COMMITTEE**  
**20 January 2015**

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

**Apologies:** Campbell, Pickin & Wootton.

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

**260 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.**

**261 MINUTES**

**RESOLVED:** That Minutes of the meeting held on 11<sup>th</sup> November 2014 as detailed in Minute Book No. 4, 2014/2015, pages 129 - 144 and as adopted by the Town Council on 2<sup>nd</sup> December 2014, be received and approved.

**262 SUB COMMITTEES**

**RESOLVED:** that the Minutes of the Sub Committees, as detailed on pages 000-000 of these minutes be noted.

Finance 13 November 2014

Finance 16 December 2014

**263 PAYMENT OF ACCOUNTS**

**RESOLVED:** that the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 179-189 of these Minutes be adopted:-

**November 2014 Cheque No's 716291 to 716360** = £60,609.14

**Written back cheques** = £96.63

**Direct debits** = £ 7,736.25

Transfers = £4,579.28

Schedule Total = £72,828.04

**December 2014 Cheque No's 716361 to 716416** = £47,431.26

**Direct debits** = £ 7,671.93

Transfers = £4,442.79

Schedule Total = £59,545.98

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

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**264 CORRESPONDENCE**

The Deputy Clerk/Office Manager reported on the following:

- a. Yorkshire MESMAC & Begin – Room Hire (Community Centre)

The Deputy Clerk/Office Manager informed members of the request received for hire of half the Function Room once a month and hire of the small room on the ground floor.

**It was agreed:** that permission is given for one free usage of both rooms and then the standard price is to be charged.

- b. WMDC (Street Scene) – Play equipment Hemsworth Water Park

The Deputy Clerk/Office Manager informed members of the information received from Wakefield Council in relation to money available for play equipment for Hemsworth Water Park.

**It was agreed:** that contact is made with Wakefield Council to discuss moving this forward.

**265 GRANT APPLICATIONS**

The Deputy Clerk/Office Manager informed members of the following applications:

- a. Hemsworth Dragons ARLFC

The Deputy Clerk/Office Manager informed members of the request received from Hemsworth Dragons to provide a grant for match day clothing.

**It was agreed:** that this matter is deferred until the necessary information is provided.

- b. Fun Fitness, Hemsworth

The Deputy Clerk/Office Manager informed members of the request received from Fun Fitness Hemsworth for a grant for equipment.

**It was agreed:** that this matter is deferred until information is provided on what the grant is for and how their constitution has changed since the closure of Hemsworth Community Initiative.

- c. Hemsworth Town Terriers under 12's (refer to Minute no. 211b)

The Deputy Clerk/Office Manager informed members of the information received regarding the equipment required.

**It was agreed:** that a grant of £125.00 is awarded.

- d. Hemsworth Town Terriers under 7's

The Deputy Clerk/Office Manager informed members that no further information had been received in relation to the Council's letter dated 12 November 2014.

**It was agreed:** that no further action is to be taken.

- e. Alpha Boxing Club

The Deputy Clerk/Office Manager informed members that no further information had been received in relation to the Council's letter dated 12 November 2014.

**It was agreed:** that as no response had been received to the Council letter dated 12<sup>th</sup> November 2014 no further action is to be taken.

- f. Fitzwilliam Detachment E (The Rifles) Company.

The Deputy Clerk/Office Manager informed members that correspondence sent to Fitzwilliam Detachment had been returned and that the Deputy Clerk/Office Manager would ensure that the letter was hand delivered.

**It was agreed:** that a grant of £200 is agreed subject to the correct information being completed.

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**265 GRANT APPLICATIONS – continued**

**It was agreed:** that the process for applying for a grant is reviewed and all the purchase prices of equipment is provided.

**266 BUDGET information**

a. 3<sup>rd</sup> Quarter Budget report and meeting date to set the precept for 2015/16

The Deputy Clerk/Office Manager informed members that the third quarterly budget report would be used for the setting of the precept and that the information would be distributed with the budget report for members to discuss at the budget precept meeting to be held on Tuesday 03 February 2015.

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

b. Hanging Baskets (summer display)

The Deputy Clerk/Office Manager informed members of the information received in relation to hanging baskets for the 2015 summer season.

**It was agreed:** that this matter is discussed at the time of setting the budget.

The Chairman of the Council informed members of the confidential nature of information to be discussed relating to items 08c, 08d and 10d on the agenda.

**It was agreed:** that these items be discussed in exclusion of press and public.

**267 EXCLUSION OF PRESS & PUBLIC**

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

**268 BUDGET information - continued**

The Town Clerk to report on the following

a. Photocopier- contract agreement

The Deputy Clerk/Office Manager informed members of the extension to the existing copier lease at a reduced cost.

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

b. BT contract agreement

The Deputy Clerk/Office Manager informed members of the information for BT regarding the telephone lease and the information received from Business Energy Direct.

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

c. Rent Reviews – Office Accommodation/Lease Agreements

The Deputy Clerk/Office Manager informed members that Wakefield Council had already agreed their lease for 01 April 2015 to 31 March 2016 and that the lease for the Foot Clinic was due to expire on 13 May 2015.

**It was agreed:** that the information relating to Wakefield Council be noted and that the lease for the Foot Clinic be increased by the rate of inflation.

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**268 BUDGET information - continued**

- d. Hemsworth & District Partnership – Lease agreement (refer to Minute No. 350a (2013/14) & 95c)) & funding.

The Deputy Clerk/Office Manager informed members of the meeting held with the Town Clerk and Denise Cook.

**It was agreed:** that the Partnership be informed that the Council is unable to agree an extension to the lease at the current time but it will be considered when the Council is in a position to do so and that the possibility of a grant would be reconsidered after October 2015.

- c. Connect 5 – Bus grant (Section 106a Transport Act 1985)

The Deputy Clerk/Office Manager informed members of the request for funding for the Five Villages Community Link Ltd service.

**It was agreed:** that this matter is deferred until October 2015.

- d. Kinsley & Fitzwilliam Learning & Community Centre

The Deputy Clerk/Office Manager informed members of the request for funding for the Kinsley & Fitzwilliam Learning & Community Centre.

**It was agreed:** that this matter is deferred until October 2015.

**269 OPENING OF TENDERS – MACHINE SERVICING**

Members opened the three tenders received for the Machine Servicing.

**RESOLVED:** that the quotation received from Wrangbrook Engineering for the machine service be approved.

**270 STAFFING MATTERS**

The Deputy Clerk/Office Manager reported 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. Staffing Review Update

The Chairman of the Council reported on the current staff review.

**It was agreed:** that this matter is subject to a Special Meeting around the anniversary day of the six month initial agreed period and that the manager for Service Provision Team A position be advertised.

- c. Staff Handbook – refer to Minute No.214d

The Deputy Clerk/Office Manager reported on the information relating to Minute 214d.

**It was agreed:** that the Staff Handbook be changed to 'up to three members but no less than two with the Chairman of the Panel having a casting vote if needed' be approved.

- d. Probation Period – Clerical Assistant

The Deputy Clerk/Office Manager informed members that the probation period for the Clerical Assistant had been completed.

**It was agreed:** that the Clerical Assistant position be confirmed as a permanent position after the successful completion of the probationary period.

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**270 STAFFING MATTERS – continued**

- e. Seasonal Contract to Permanent Part Time Contract

The Deputy Clerk/Office Manager informed members of the information relation to the seasonal staff members.

**It was agreed:** that the information be noted and that this position is subject to review at a later Finance Committee.

- f. Service Provision Team A – Contractual Matters – see attached report from the Deputy Town Clerk/ Office Manager

The Chairman of the Council informed members of the responses to the matters raised by Service Provision Team A.

**It was agreed:** that the information be noted and that this matter is moved forward.

- g. To consider the advice received from the HR Consultant re; Occupation Health Assessment and matters relating to the staff member's case.

The Deputy Clerk/Office Manager informed members of the report received from Occupation Health and the advice from Napthen's in relation to this matter.

**It was agreed:** that the information be noted and Napthen's advice followed.

**271 CORRESPONDENCE**

To deal with correspondence received from Councillors Kenyon & Wilson.

**It was agreed:** that this matter be referred to Policy on 27 January 2015.

**Meeting closed at 21:05**

Rachel Middleton

Deputy Town Clerk/Office Manager

20 January 2015

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