

NOTICE OF A FINANCE COMMITTEE

You are hereby summoned to attend a Finance Committee of the Hemsworth Town Council to be held at the **Council Chamber, Hemsworth Town Council Community Centre, Bullenshaw Road, Hemsworth** on **Tuesday** next, the **20th day of January 2015** commencing at **7.00 p.m.** for the purpose of transacting the following business.

T. A. Pattison
Town Clerk

BUSINESS

01 APOLOGIES FOR ABSENCE

02 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.

03 MINUTES

To receive and approve the Minutes of the meeting held on 11th November 2015 as detailed in Minute Book No. 4, 2014/2015, pages 129 - 144 and as adopted by the Town Council on 2nd December 2014.

04 SUB COMMITTEES

To receive, adopt or otherwise deal with the minutes of the following Sub Committees:-

Finance	13 November 2014	<u>attached</u>
Finance	16 December 2014	<u>attached</u>

**Finance Committee Agenda
Continued
20 January 2015**

05 PAYMENT OF ACCOUNTS

To receive and approve the following paid accounts **attached**:-

<u>November 2014</u> 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	<u>= £72,828.04</u>

<u>December 2014</u> Cheque No's 716361 to 716416	= £47,431.26
Direct debits	= £ 7,671.93
Transfers	= £4,442.79
Schedule Total	<u>= £59,545.98</u>

The Chairman to sign and date the schedules.

06 CORRESPONDENCE

The Town Clerk to report on the following:

- a. Yorkshire MESMAC & Begin – Room hire (Community Centre)
- b. WMDC (Street Scene) – Play equipment Hemsworth Water park

07 GRANT APPLICATIONS

The Town Clerk to report on the following applications:

- a. Hemsworth Dragons ARLFC
- b. Fun Fitness, Hemsworth
- c. Hemsworth Town Terriers under 12's (refer to Minute no. 211b)
- d. Hemsworth Town Terriers under 7's
- e. Alpha Boxing Club
- f. Fitzwilliam Detachment E (The Rifles) Company

08 BUDGET information

The Town Clerk to report on the following

- a. 3rd Quarter Budget report and meeting date to set the precept for 2015/16
- b. Hanging Baskets (summer display)
- c. Connect 5 – Bus grant (Section 106a Transport Act 1985)
- d. Kinsley & Fitzwilliam Learning & Community Centre

09 EXCLUSION OF PRESS & PUBLIC

Finance Committee Agenda
Continued
20 January 2015

10 BUDGET information - continued

The Town Clerk to report on the following

- a. Photocopier- contract agreement
- b. BT contract agreement
- c. Rent reviews – office accommodation/lease agreements
- d. Hemsworth & District Partnership – Lease agreement (refer to Minute No. 350a (2013/14) & 95c) & funding

11 OPENING OF TENDERS – MACHINE SERVICING

12 STAFFING MATTERS

The Town Clerk to report on the following:

- a. Sickness monitoring – All Staff
- b. Staffing review update
- c. Staff handbook – refer to Minute No.214d
- d. Probation period – Clerical Assistant
- e. Seasonal contract to permanent part time contract
- f. Service Provision Team A – Contractual matters – see attached report from the Deputy Town Clerk/ Office Manager
- g. To consider the advice received from the HR Consultant re; Occupation Health Assessment and matters relating to the staff member's case

13 CORRESPONDENCE

To deal with correspondence received from Councillors Kenyon & Wilson – **attached**

CIRCULATION:

Councillors Campbell, Draper, S. Gilliver-Cooper, Jones, Leach, Nicholson, McIntyre, Pickin, Swift, Upson, Westmorland & Wootton.

Tina Pattison
Town Clerk
14 January 2015
Ref: FC010115