

FINANCE COMMITTEE

21 January 2014

Present: Councillors Westmorland (Chairman), Campbell, Draper, Nicholson, Pickin, Upson & Westmorland.

Apologies: Councillors Jones, Swift & Wootton.

No members of the public were in attendance.

280 DECLARATIONS OF INTEREST

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.

Councillor Pickin declared a Disclosable Pecuniary Interest in agenda item 09d.

281 MINUTES

RESOLVED: That the Minutes of the meeting held on 12th October 2013 as detailed in Minute Book No. 4, 2013/2014, pages 167 - 177 and as adopted by the Town Council on 3rd December 2013, be received and approved.

282 SUB COMMITTEES

RESOLVED: That the minutes of the sub committees, as detailed on pages 219 - 220 of these minutes be noted:-

Finance	19 November 2013
Finance	18 December 2013

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283 PAYMENT OF ACCOUNTS

RESOLVED: That the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 221– 238 of these minutes be adopted:-

<u>October 2013</u> Cheque No's 715430 to 715507	= £69,245.52
Direct debits	= £12,604.45
Transfers	= £11,275.31
Schedule Total	<u>= £93,125.28</u>

<u>November 2013</u> Cheque No's 715508 to 715574	= £62,315.53
Direct debits	= £9,213.85
Transfers	= £4,364.21
Correction (Cash book transfer incorrect)	= £240.00
Schedule Total	<u>= £76,133.59</u>

<u>December 2013</u> Cheque No's 715575 to 715631	= £50,107.67
Direct debits	= £7,459.22
Transfers	= £5,025.83
Schedule Total	<u>= £62,592.72</u>

The Chairman signed and dated the schedules.

284 CORRESPONDENCE

The Town Clerk reported on the following:

a. Letter of appreciation -Royal British Legion (Kinsley Branch)
It was agreed that the letter of appreciation re; grant be noted.

b. Cedars Children Centre
It was agreed that the letter of appreciation be noted and that approval is given for the grant to be used to take the families on a trip during the Easter holidays instead of using the grant for a pantomime.

c. Letter of appreciation -Kinsley & Fitzwilliam Learning & Community Centre
It was agreed that the letter of appreciation re; grant be noted.

Councillor Pickin left the meeting for the next item.

d. Connect 5 – Request for funding re: Community Bus (S106a Transport Act 1985)

It was agreed that the request for funding be approved and the monies be allocated in the 2014/15 budgets.

Councillor Pickin returned to the meeting.

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285 INVESTMENTS

The Town Clerk informed members about the CCLA Local Authorities Property Fund and gave details of the scheme and the % interest income yield expected in investing for a long period. Members discussed the details of the scheme and due to the fact that no “bond accounts” were available at Barclays Bank at the present time, then consideration be given to investing in this fund. Councillor Upson proposed that authority be given to the Clerk to invest funds in this account. This was seconded by Councillor Draper.

RESOLVED: By a unanimous vote the proposal to give authority to the Clerk to invest funds in this account be approved.

286 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.

287 JUDICIAL REVIEW

The Town Clerk provided a further update in relation to financial matters (Default Cost Certificate), enforcement action and budget implications (refer to Minute No’s 27, 125,180 & 224) and the actions taken by the Clerk following consultation with the Chairs’ re; enquiry information prior to taking the enforcement actions listed (5 options provided by the Solicitors).

RESOLVED: That the action of the Clerk be approved and that this Town Council seeks to pursue the relevant enforcement action to retrieve the monies owed (£17,568).

288 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.

289 OPENING OF TENDERS – ICE CREAM CONCESSION

The Clerk opened the tenders and members considered these. It was proposed by Councillor Upson that the Council would keep this service in house and not to accept any of the tenders received. In addition to this the SPM looks to re-organise the selling of Wall’s ice cream from Windy’s café and other outlets around the park. This was seconded by Councillor Westmorland.

RESOLVED: That the proposal to keep this service in house and to re-organise the selling of Wall’s ice cream from Windy’s café and other outlets around the park be approved.

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290 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 12 October 2013 to date be noted.

b. West Yorkshire Pension Fund – implication on budgets

It was agreed that the changes introduced through the Pensions Act 2008 and the impact this has on employers including payroll implications be noted.

c. Disciplinary matters - update

It was agreed that the updated information on the satisfactory performance by the employee re: probation period be noted.

d. Staffing Structure

It was agreed that confirmation on the staffing structure and how it is working in relation to the services being provided, as agreed last year, be noted.

e. Review of Contracts/Terms & Conditions

It was agreed that the review of all staff contracts and terms and conditions so as to comply with current legislation be noted and issued to staff at the end of this month.

f. Salary payment/resignation matter

It was agreed that the information provided by the Clerk on this matter and the steps taken to recover the outstanding monies be noted and approval was given to write off £365.79.

g. Maternity Pay/Return to work

It was agreed that the return to work of the employee in May 2014 be noted and that any outstanding holidays owed for 2013/14 be paid at the end of March 2014.

h. Staff request re: annual leave 2014/15

It was agreed that authority be given to the member of staff's request to take 4 weeks annual leave in 2015 (1 week to be in the 2014/15 leave year(March) and three weeks in 2015/16 - April).

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290 STAFFING MATTERS - continued

- i. SLCC – Larger Council’s Conference

It was agreed that authority be given to the Town Clerk to attend this conference.

- j. Administration Assistant progress update re: Level 2 Business & Administration

The Clerk gave details to members on the excellent progress being made by the Administration Assistant who is studying the Level 2 in Business & Administration.

It was agreed that the information be noted and the Clerk passes on that the Finance Committee commend her work.

- k. Local Government Yorkshire & Humber – Employment Law Update (Advisory Bulletins)

It was agreed that the information received be noted.

Meeting closed @ 8.00 p.m.

Tina Pattison
Town Clerk
21 January 2014 2013
Ref: FC02-0114