

FINANCE COMMITTEE

10 March 2015

Present: Councillors Westmorland (Chairman), Campbell, Draper, Jones, Leach, Nicholson, Swift, Upson & Wootton.

Apologies: Councillor McIntyre.

No members of the public were in attendance.

320 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.

321 MINUTES

RESOLVED: that the Minutes of the meeting held on 20th January 2015 as detailed in Minute Book No. 5, 2014/2015, pages 174 – 189b, 193 - 197 and as adopted by the Town Council on 10th February 2015, be received and approved.

322 SUB COMMITTEES

RESOLVED: That the minutes of the sub committees, as detailed on pages 234 - 235 of these minutes be noted:-

Finance	20 January 2015
Finance	17 February 2015

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323 PAYMENT OF ACCOUNTS

RESOLVED: That the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 236 – 240 of these minutes be adopted:-

<u>January 2015 Cheque No's 716397 to 716452</u>	= £21,703.26
Direct debits	= £10,609.24
BACS	= £16,358.84
Transfers	= £18,663.95
Schedule Total	= <u>£67,335.29</u>

The Chairman signed and dated the schedules.

324 GRANT APPLICATIONS

The Town Clerk reported on the following applications:

- a. Hemsworth Dragons ARLFC (refer to Minute No. 265a)
It was agreed that further to the additional information provided by the Town Clerk that a grant of £250 be approved.

- b. Fun Fitness (refer to Minute No. 265b)
It was agreed that further to the additional information provided by the Town Clerk that a grant of £250 be approved.

- c. West End Bowling Club
It was agreed that the details in the application be noted and the grant request be approved (£1,000).

325 PAYMENTS

The Town Clerk informed members that Councillor Kenyon had requested that the costs incurred by this Town Council when taking payments by credit or debit card should be looked into. The Clerk gave details of the costs along with details received from other Town Councils in how they operate card payments. Members discussed if they wish to make a charge to the public when payments are made for services by debit or credit card and Councillor Upson provided additional information on applying a charge.

It was agreed that the Clerk seeks additional information and reports back to the next committee.

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326 PLANNING MATTERS

a. The Rovers Return, Fitzwilliam (Outline application for houses)
The Clerk informed members that the information on this application had been circulated to all Town Councillors due to the deadline for comments (13/03/15). No comments had been received from Councillors not on this committee.

It was agreed that after consideration that no comments be submitted.

327 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.

328 BUDGET INFORMATION

The Town Clerk reported on the following

a. Insurance Renewal – consider quotations received

RESOLVED: That following consideration of the quotations received from Zurich & WPS (Aviva) that the lowest quotation submitted by WPS be approved.

b. HR Contract (Naphthans Solicitors) – renewal

The Clerk gave details of the cost to renew the current contract and the work that the company has undertaken over the last 12 months.

RESOLVED: That approval be given to renew the contract on the terms stated.

329 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 20 January to date be noted and the actions taken by the Town Clerk in relation to short term absences be approved.

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329 STAFFING MATTERS - continued

- b. Staffing review update to include reports on a disciplinary and grievance issue

It was agreed that in relation to the staffing review the Assistant Site Managers position be approved as a permanent full time position and the Clerk obtains quotations for an Independent Company to undertake a job evaluation exercise for all staff on the new structure.

It was further agreed that the details relating to the disciplinary and grievance matters be noted.

- c. West Yorkshire Pension Fund – approval to extend time limits for aggregation of benefits

It was agreed that approval is given to extend the time limits for aggregation of benefits.

- d. Update on staff members case – Long Term sick

It was agreed that the information be noted and the advice sought from the HR Advisors be followed.