

FINANCE COMMITTEE

28 July 2015

Present: Councillors Jones (Chairman), Beck, Draper, McIntyre, Nicholson, Swift, Upson & Westmorland.

Apologies: Councillor Briggs.

No members of the public were in attendance.

113 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.

114 MINUTES

RESOLVED: That the Minutes of the meeting held on 16th June 2015 as detailed in Minute Book No. 1, 2015/2016, pages 30 – 65 and as adopted by the Town Council on 7th July 2015, be received and approved.

115 SUB COMMITTEES

RESOLVED: That the minutes of the sub committees, as detailed on pages 96 - 97 of these minutes be noted:-

Finance	16 June 2015
Finance	14 July 2015

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116 PAYMENT OF ACCOUNTS

RESOLVED: That the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 98 – 114 of these minutes be adopted:-

June 2015 Cheque No's 716493 to 716497	= £521.30
Direct debits	= £6,761.61
BACS	= £73,132.51
Transfers	= £21,207.41
Schedule Total	= <u>£101,622.83</u>

The Chairman signed and dated the schedules.

117 QUARTERLY BUDGET REPORT

The Town Clerk reported on the following:

a. 1st quarter report for 2015/16

Members discussed the report that had been circulated with the agenda. The Clerk stated that due to an extension of opening hours of services at the Water Park and the Lakeside Café then the wages costs would exceed the budget estimates however she was monitoring these costs. The Clerk requested that the virement of Superannuation and National Insurance budgets be made to the Wages budget for the seasonal staff due to these costs being charged as part of the wages payment to the Agency. In addition to this the Clerk highlighted that due to the poor weather over the last couple of months then the income budgets were below estimates. The Clerk informed members of the recommendations from the Recreation Committee in relation to the costs associated with relocating the Market (legal fees and additional wages costs). Finally, bank charges are being incurred due to the BACs system however this cost should be offset against less postage costs.

It was agreed that the details provided by the Town Clerk and the report be noted and that the virement and additional costs re; Market relocation be approved.

118 GRANT APPLICATIONS

The Town Clerk provided details as requested from the Finance Committee meeting held 16th June 2015 (Minute No. 63 b, c & d) and each of the following applications were discussed. Members raised concerns over several teams applying for grants which related to one organisation.

It was agreed that if a team were operating from the same ground then a grant would be paid to the organisation as a whole;

a. Hemsworth Terriers Under 15's

It was agreed that the Clerk looks to obtain details to pay a grant of £250 to the organisation.

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118 GRANT APPLICATIONS - continued

b. Hemsworth United J.F.C.

It was agreed that a grant of £250 be approved subject to receiving an up to date bank statement.

c. Hemsworth Terriers Community Football Club (U17)

It was agreed that the Clerk looks to obtain details to pay a grant of £250 to the organisation.

119 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

120 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 16 June to date be noted.

b. Long term sickness – Update

It was agreed that the details provided by the Clerk on advice received from HR be noted.

c. Staffing review update

Further to Minute No. 67c the Clerk gave details of an increase in the cost to undertake the job evaluation.

The Clerk gave details of the recommendation from the Recreation Committee in relation to the change re; contractual hours for staff if the Market is relocated.

The Clerk raised concerns with members that due to two vacancies existing on the current staffing structure that additional work was being undertaken by herself and other members of staff which was having a knock-on effect on their own work.

Members discussed issues surrounding the staffing structure, hours of work and the issues raised by the Clerk.

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120 STAFFING MATTERS - continued

RESOLVED: that the increase in cost for the job evaluation exercise to be undertaken be approved.

That agreement to negotiating a change in contractual hours is approved subject to the relocating of the Market.

That the concerns of the Clerk be noted and that it is accepted in the short term that work on procedures, policies etc. would be put on hold until the appointment of staffing is in line with the agreed structure.

That the Clerk obtains details on implementing a system of annualized hours and reports back to committee.

Meeting closed @ 8.00 p.m.

Tina Pattison
Town Clerk
28 July 2015

Ref: FC040715