

## 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 **11<sup>th</sup> day of November 2014** commencing at **7.00 p.m.** for the purpose of transacting the following business.

T. A. Pattison  
Town Clerk  
**BUSINESS**

### 01 TO RECEIVE 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 Special Finance meeting held on 09 September 2014 pages 086 and the Finance Committee held on 16 September 2014, as detailed in Minute Book No. 3 (2014/2015) pages 093 – 106 and as adopted by the Town Council on 07 October 2014.

**Finance Committee Agenda  
Continued  
11 November 2014**

**04 SUB COMMITTEES**

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

Finance	16 September 2014	<u>attached – appendix 1</u>
Finance	16 October 2014	<u>attached – appendix 2</u>

**05 PAYMENT OF ACCOUNTS**

To receive and approve the following paid accounts attached – appendix 3:-

<b><u>September 2014</u> Cheque No's 716168 to716235</b>	<b>= £94,179.28</b>
<b>Direct debits</b>	<b>= £20,407.25</b>
Transfers	= £317,007.07
Schedule Total	<u>= £431593.60</u>

<b><u>October 2014</u> Cheque No's 716236 to716290</b>	<b>= £54,000.20</b>
<b>Direct debits</b>	<b>= £12,175.04</b>
Transfers	= £7,750.48
Schedule Total	<u>= £73,925.72</u>

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

**06 QUARTERLY BUDGET REPORT**

To receive the quarterly budget report attached – appendix 4.

**07 PAYMENT BY BACS**

To discuss or otherwise deal with the report attached relating to Council payments being made by BACS - attached – appendix 5.

**08 CORRESPONDENCE**

The Deputy Clerk/Office Manager to report on the following:

- Yorkshire Internal Audit Service – First Interim Audit Year Ending 31 March 2015
- Members to consider an Investment Strategy

**09 GRANT APPLICATIONS**

The Town Clerk to report on the following applications:

- Alpha Boxing Club – New Equipment, Club Registration, Coaching Courses
- Hemsworth Town Terriers – Equipment for Training Purposes
- Hemsworth Town Terriers – New Equipment

**Finance Committee Agenda**  
**Continued**  
**11 November 2014**

**10 EXCLUSION OF PRESS & PUBLIC**

**11 REVIEW OF TOWN COUNCIL FINANCIAL REPORTING PROCEDURES**

Matter referred from Town Council on 07 October 2014.

**12 STAFFING MATTERS**

The Deputy Clerk/Office Manager to report on the following:

- a. Sickness monitoring – All Staff
- b. To discuss Service Provision Christmas and New Year
- c. Staffing Review and Update
- d. Staff Hand Book – To consider the amendments to the Staff Handbook - **attached – appendix 6**
- e. Budget 2015/2016 – Chairman of the Council to update.

**CIRCULATION:**

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

Tina Pattison  
Town Clerk  
05 November 2014  
Ref: FC110514