

FINANCE COMMITTEE
10 November 2015

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

Apologies: Councillor Campbell & Morris.

2 members of the public were in attendance.

207 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.

208 MINUTES

RESOLVED: That the Minutes of the meeting held on 22nd September 2015 as detailed in Minute Book No. 3, 2015/2016, pages 140 – 179 and as adopted by the Town Council on 6th October 2015, be received and approved.

209 SUB COMMITTEES

RESOLVED: That the notes of the sub committees, as detailed on page 203 of these minutes be noted:-

Finance 15 October 2015

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210 PAYMENT OF ACCOUNTS

RESOLVED: That the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 204 – 218 of these minutes be adopted:-

September 2015 Cheque No's 716512 to 716513	= £250.45
Direct debits	= £14,457.02
BACS	= £75,604.59
Transfers	= £343,817.56
Schedule Total	<u>= £434,129.62</u>

The Chairman signed and dated the schedules.

211 CORRESPONDENCE

The Town Clerk reported on the following:

- a. Kinsley & Fitzwilliam Learning & Community Centre (letter of appreciation)

It was agreed that the letter of appreciation for the grants provided be noted and that a request be made for the terms and conditions re; use of Bus, to be provided.

It was further agreed to send the Town Council logo for inclusion on the Community Centre's letterhead.

- b. CNG – Gas supply estimated invoice

The Clerk informed members that this matter had now been resolved.

It was agreed that the information be noted.

212 GRANT APPLICATIONS

The Town Clerk reported on the following:

- a. St. Helen's Church, Hemsworth - External Wall Repairs

The Clerk informed members that this application had been withdrawn.

It was agreed that the information be noted.

213 BUDGET 2015/16

The Town Clerk reported on the following;

- a. 2nd Quarter

Members discussed the report that had been circulated with the agenda. The Clerk informed members that Councillors not on this committee had received a copy of the report and that no matters had been raised.

It was agreed that the report be noted.

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213 BUDGET 2015/16 - continued

- b. CCLA – Deposit Fund – notification of interest

It was agreed that the details submitted by the Town Clerk on the interest received which included the Property fund be noted.

- c. Maintenance agreements quotations

The Clerk gave details of information relating to entering into a Maintenance agreement for the Community Centre, Sandygate Changing rooms & the Lakeside Café. The Clerk gave details of work to be undertaken and quotations received.

It was agreed that the Town Council enter into a 12 month contract with the same provider as in previous years due to cost/best value.

- d. Health & Safety – cost implications re; Management of Legionella

It was agreed that the costs be approved for the risk assessments and management & monitoring systems to be put in place for each of the Council's buildings.

- e. Hemsworth Water Park – Electrical remedial work

It was agreed that the costs for the remedial work be approved.

214 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

215 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 22 September 2015 to date be noted and that the decision taken re; the staff member on long term sick be endorsed.

- b. Staffing review issues including the job evaluation update

The Clerk gave details of the current staffing structure and proposed changes to enhance the efficiency and effectiveness of service delivery and provided an update on the job evaluation exercise.

It was agreed that the new position of Facilities Manager (Grounds Maintenance & Leisure) be advertised as per the agreed job advert/description & salary (subject to job evaluation).

That the Clerk discusses the changes with the current staff (Lakeside café) on the new structure and arranges the internal interviews.

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215 STAFFING MATTERS - continued

c. Change in working hours – Team A

Members discussed in depth the Town Clerks report which had been circulated with the agenda.

RESOLVED: That by a unanimous vote Option C of the report was approved and the Clerk was instructed to commence dealing with the matter in December.

d. Lease Car

Members discussed the Town Clerks report that had been circulated with the agenda.

RESOLVED: That a decision on the report be deferred until the outcome of the job evaluation is received.

e. Christmas & New Year holidays

It was agreed that the details relating to the closure of services over the Christmas and New Year period be approved.

f. Changes to Staff Pay Periods

Members discussed the Deputy Town Clerk's report that had been circulated with the agenda.

RESOLVED: That the recommendation in the report be approved.

Tina Pattison
Town Clerk
10 November 2015

Ref: FC021115