

**FINANCE COMMITTEE**  
**15<sup>th</sup> January 2019**

**Present:** Councillors Mellows, Swift, Upson, A Westmorland (Chair), and Wootton.

**Apologies:** Councillors Nicholson and G Westmorland

**198 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 declarations were received.**

**199 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 13<sup>th</sup> November 2018 as detailed in Minute Book No. 4, 2018/2019, pages 158 - 1183 as adopted by the Town Council on 04<sup>th</sup> December 2018 be received and approved.

**200 SUB COMMITTEE**

**RESOLVED:** That the Minutes of the sub committees, as detailed on page 216 – 217, of these minutes be noted:-

Finance Sub 13<sup>th</sup> November 2018  
Finance Sub 11<sup>th</sup> December 2018

**201 PAYMENT OF ACCOUNTS**

**RESOLVED:** That the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 218 - 238 of these minutes be adopted:-

**PAYMENT OF ACCOUNTS**

|   |                     |
|---|---------------------|
| <b><u>November 2018</u> Cheque No's 717482 - 717486</b> | <b>= £1,538.16</b>  |
| <b>Direct debits</b>                                    | <b>= £10,394.67</b> |
| <b>BACS</b>   | <b>= £27,678.82</b> |
| Transfers   | = £9,481.27         |
| Schedule Total  | <u>= £49,092.92</u> |
| <b><u>December 2018</u> Cheque No's 717487 - 717488</b> | <b>= £411.08</b>    |
| <b>Direct debits</b>                                    | <b>= £7,629.26</b>  |
| <b>BACS</b>   | <b>= £79,006.59</b> |
| Transfers   | = £6,133.60         |
| Schedule Total  | <u>= £93,180.53</u> |

**Chairman signed and dated the schedule.**

**FINANCE COMMITTEE**  
**15<sup>th</sup> January 2019**

**202 CORRESPONDENCE**

The Deputy Clerk reported on the following:

- a. Yorkshire Internal Audit Service.  
**It was agreed:** that the information is noted.
- b. PKF Littlejohn  
**It was agreed:** that the information is noted.

**203 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

**204 STAFFING MATTERS**

The Deputy Clerk reported on the following:

a. Staff Vacancies

Members were informed of the receipt of the resignation of a member of the Service Provision Team and that there was a need to re-advertise for the Service Provision Team/Standup Supervisor

**It was agreed:** that the positions is advertised.

b. Sickness monitoring – All Staff

Members were informed of a number of sick periods taken by staff.

**It was agreed:** that the information is noted.

c. Staff Review

Members were informed of the staff that required further confirmation on their contracts of employment and discussed the changes requested to the Deputy Clerk's role from November 2021, members also discussed the services provided during the Christmas and New Year Period (24 December to 02 January). Members also discussed the proposal of the Administration staff taking leave from 24 December to 02 January each year, the Lakeside Café and Sandygate closing on 24 December and 31 January each year, that the services at Sandygate open between Christmas and the New Year from 8am to 4pm each day, subject to bookings on the grass pitch, that the Water Park Service Provision Team work with two staff during this period, and that any bookings at the Community Centre are covered by Service Provision Team members during this period.

**It was agreed:** that the employee contracts are confirmed and that the changes to the Deputy Clerk's role from November 2021 are approved and that the changes to the services and staffing levels between 24 December and 02 January are agreed.

**The meeting closed at 19:40pm**

Rachel Middleton  
Deputy Clerk  
15<sup>th</sup> January 2019