

**FINANCE COMMITTEE**

**16 June 2015**

**Present:** Councillors Draper, Jones, McIntyre, Nicholson, Swift, Upson & Westmorland.

**Apologies:** Councillors Briggs, Campbell & Morris

**3 members of the public were in attendance.**

**55 APPOINTMENT OF CHAIRMAN**

Councillor McIntyre proposed Councillor Briggs for the position of Chairman of this committee. This was seconded by Councillor Draper.

**RESOLVED:** That by a unanimous vote Councillor Briggs was appointed Chairman of this committee for the ensuing year.

**56 APPOINTMENT OF VICE CHAIRMAN**

Councillor Swift proposed Councillor Jones for the position of Vice Chairman of this committee. This was seconded by Councillor Upson.

**RESOLVED:** That by a unanimous vote Councillor Jones was appointed Vice Chairman of this committee for the ensuing year.

Councillor Jones thanked Councillor Westmorland for the work she had undertaken over the past few years as Chairman of Finance and this was echoed by other members. Councillor Jones was elected chair for this meeting.

**57 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.**

**58 MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 28<sup>th</sup> April 2015 as detailed in Minute Book No. 7, 2014/2015, pages 262 – 288 and as adopted by the Town Council on 19<sup>th</sup> May 2015, be received and approved.

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**59 SUB COMMITTEES**

**RESOLVED:** That the notes/minutes of the sub committees, as detailed on pages 27 - 28 of these minutes be noted:-

Finance 23 April 2015  
Finance 19 May 2015

**60 PAYMENT OF ACCOUNTS**

**RESOLVED:** That the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 29 – 58 of these minutes be adopted:-

<b><u>April 2015</u> Cheque No's 716482 to 716487</b>	<b>= £781.48</b>
<b>Direct debits</b>	<b>= £14,078.96</b>
<b>BACS</b>	<b>= £64,845.74</b>
Transfers	= £361,657.00
Schedule Total	<b>= <u>£441,363.18</u></b>

<b><u>May 2015</u> Cheque No's 716488 to 716492</b>	<b>= £1,271.61</b>
<b>Direct debits</b>	<b>= £7,537.59</b>
<b>BACS</b>	<b>= £88,386.25</b>
Transfers	= £13,174.93
Schedule Total	<b>= <u>£110,370.38</u></b>

**The Chairman signed and dated the schedules.**

**61 FINANCIAL REGULATIONS**

The Town Clerk reported on the following:

a. Provisions of the Public Contracts Regulations 2015.  
**It was agreed** that the details provided by the Clerk be noted and that the Financial Regulations/Standing Orders be altered to take into account the new regulations.

**62 GRANT APPLICATIONS**

The Town Clerk reported on the following applications:

a. British Legion – Hemsworth Branch  
**It was agreed** that the grant request of £300 be awarded towards the funding for the band and refreshments, with £250 from S1. Of the Localism Act 2011 – General Power of Competence and £50 being donated by the Chairman from his allowance.

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**63 GRANT APPLICATIONS - continued**

- b. Hemsworth Terriers Under 15's
- c. Hemsworth United J.F.C.
- d. Hemsworth Terriers Community Football Club (U17)

Members considered the above 3 grant applications.

**It was agreed** that before a decision was made that the Clerk provides details on what grants have been given to the organisations (Hemsworth Terriers & Hemsworth United) over the last five years and how many teams are part of these clubs and reports back to the next Finance committee.

**64 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

**65 LEASE & ROOM HIRE AGREEMENTS**

The Town Clerk reported on the following

- a. Community Centre – small office – refer to Minute No. 374e

**It was agreed** that following the information provided by the Clerk and the need to have this office available for Council use then the room would not be available on a long term lease basis.

**66 HEMSWORTH WATER PARK**

The Town Clerk reported on the following:

- a. To consider the quotation received for Security Cover (Christmas & New Year)

**RESOLVED:** That the quotation received from WMDC for security cover over the Christmas period be approved.

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**67 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 28 April to date be noted.

b. Long term sickness – Action taken following HR Advice

**It was agreed** that the details provided by the Town Clerk be noted.

c. Staffing review update

Further to Minute No. 375 the Clerk gave details of three quotations received for undertaking a job evaluation exercise. Members discussed the current structure and the need for all jobs to be evaluated and the Clerk gave details in relation to the processes that would need to be followed if implementing this exercise. The Clerk highlighted that there was no budget allocated for this work.

Councillor Upson proposed that the lowest quotation be approved and this exercise would be paid for out of balances. That the Clerk ensures the Company deal with all matters involving the implementation of job evaluation. This was seconded by Councillor Draper.

**RESOLVED:** that by a unanimous vote the proposal was approved.

d. Performance Management of staff including disciplinary matters

**It was agreed** that the details provided by the Clerk be noted and that the Clerk introduces a Performance Management system.

e. LGA Advisory Bulletin

**It was agreed** that information received be noted.

**Meeting closed @ 7.45 p.m.**

Tina Pattison  
Town Clerk  
16 June 2015

Ref: FC030615