

Minutes of the Meeting of the **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **FRIDAY, 28th JULY 2017** at 3.00 p.m.

PRESENT:- Councillor M.P. Bonfield (Mayor) – Chairman.

Councillor J. Bishop
Councillor G. Green
Councillor A. Harris
Councillor T. Morris
Councillor M. Whitwam

Also in attendance:-

Councillor A. Lejeune
Councillor S. Poultney
Councillor W. Trite (from 3.20 p.m.)

Dr M. Ayres – Town Clerk
Mrs L. Burgess – Senior Administration & Finance Officer
Miss A. Spencer – Finance Officer
C. Milmer – Visitor Services Manager
G. Brookes – General Operations Manager

There were no members of the public present at the meeting.

1. **APOLOGIES**

An apology for her inability to attend the Meeting was received from Councillor Finch.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

3. **BUDGET REPORT – INCOME AND EXPENDITURE ACCOUNT AND TREASURY REPORT 2017/18**

Consideration was given to a detailed report setting out the principal sources of the Town Council's income and expenditure.

Overall there was a surplus on the general fund of £141k against a budgeted surplus of £124k, resulting in a positive variance of £17k at the end of the 1st quarter of the 2017/18 financial year. This was mainly attributable to the good results from the Council's car parks and lower than budgeted employee costs overall, offsetting a large negative variance from the Boat Park.

Projecting forward to year-end, a deficit of £10.4k was anticipated against a surplus budget of £26.2k, due to the addition of capital items that will be financed from the General Fund.

The Budget Report and Council's financial activity was noted.

4. **CAPITAL PROGRAMME MONITORING REPORT**

The 1st Quarter Monitoring Report of the Capital Programme 2017/18 was submitted for information.

The Capital Programme Monitoring Report was noted.

5. **POLICY DOCUMENTS**

(a) **Sundry Debtors Management Policy**

Consideration was given to a draft Sundry Debtors Management Policy that had been prepared in line with the Council's existing practice.

Following a brief discussion, it was proposed by Councillor Poultney, seconded by Councillor Bishop, and RESOLVED UNANIMOUSLY:-

TO RECOMMEND

That the draft Sundry Debtors Management Policy be approved and adopted.

(b) **Lost Property Policy**

Consideration was given to a draft Lost Property Policy.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Morris, and RESOLVED UNANIMOUSLY:-

TO RECOMMEND

That the draft Lost Property Policy be approved and adopted.

6. **REFORM OF DATA PROTECTION LEGISLATION**

A 'Legal Briefing' document dated July 2017 was submitted from the National Association of Local Councils giving notification of the introduction of the General Data Protection Regulations that will come into force on 25th May 2018. These will require the Town Council to carry out an audit of the personal information that it holds, update its privacy notices and engage the services of a Data Protection Officer.

The notice of future changes to Data Protection was noted, and a further report will be made to a future meeting.

7. **ITEMS OF INFORMATION AND MATTERS FOR FORTHCOMING AGENDAS**

There were no items of information or matters for forthcoming Agendas to record at the present time.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED UNANIMOUSLY:-

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda item 8 (in relation to legal and financial matters).

8. **REVIEW OF COUNCIL PRIORITIES AND PROJECTS**

Further to Minute No.8 of the Policy, Finance and Performance Management Committee meeting held on 15th February 2017, an updated schedule of Council Priorities and Projects was submitted, for information, including updates on ongoing legal matters.

In presenting the Report, the Town Clerk updated Members on outstanding issues, and also gave a brief summary of matters that had now been concluded.

During the ensuing discussion, the following items were highlighted:-
Social Housing/Community Land Trust.
Future options for the operation of the Boat Park.
Swanage Sea Defence/Beach Recharge Project.
Museum and Visitor Centre Project.
Community Infrastructure Levy.

9. **DATE OF NEXT MEETING**

It was noted that the next meeting of the Policy, Finance and Performance Management Committee would be held on Wednesday, 8th November 2017.

The meeting concluded at 4.00 p.m.
