

Minutes of the Meeting of the **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held on the Zoom platform on **WEDNESDAY, 10th FEBRUARY 2021** at 9.30 a.m.

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

Councillor A. Harris
Councillor C. Moreton
Councillor M. Whitwam

Also in attendance:-

Councillor T. Foster
Dr M. Ayres – Town Clerk
Mr C. Milmer – Visitor Services Manager &
Business Development Officer
Miss A. Spencer – Finance Manager

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

Councillor Foster enquired as to the preparations that were being made for the anticipated influx of visitors in the summer, and highlighted the need to liaise with the local police. It was reported that the management team was actively engaged in planning for this and the Town Mayor noted that it had been discussed at a recent meeting with the clerks and chairmen of Town Councils along the Jurassic Coast.

1. **APOLOGIES**

Apologies for their inability to attend the meeting were received from Councillors Finch, Suttle, Tomes and Trite.

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 Q2 2020/21**

Consideration was given to a report setting out the Council's financial position at 31st December 2020 and the forecast year-end position.

It was noted that the Council's revenue account was £57k below budget at the end of the 3rd quarter of the Council's financial year, with the year-end forecast a deficit on the general fund of £0.1k. It was noted that given the forecast at the end of Q1, this was a satisfactory position.

The Budget Report and commentary on the Council's financial activity were received and noted.

4. **CAPITAL PROGRAMME MONITORING REPORT**

A Capital Programme Monitoring Report was submitted for information.

It was noted that four projects had been completed and that other projects were progressing well, with the installation of playground equipment at the Recreation Ground and

Day's Park nearing completion. It was further noted that regular updates on the projects were being made to the Capital Projects Sub-Committee.

The Capital Programme Monitoring Report was received and noted.

5. **CONSIDERATION OF DRAFT POLICY DOCUMENTS**

Further to the Council engaging the services of Dorset Council to undertake Disclosure and Barring Service checks for the Council for an initial period of one year, it was reported that this required the Council to adopt several policies.

(a) **RECRUITMENT OF EX-OFFENDERS POLICY**

It was proposed by Councillor Whitwam, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:

To adopt the draft Policy on the Recruitment of Ex-Offenders.

(b) **HANDLING AND SAFEKEEPING OF DISCLOSURE INFORMATION**

It was proposed by Councillor Whitwam, seconded by Councillor Moreton and
RESOLVED UNANIMOUSLY:

To adopt the draft Policy on the Secure Storage, Handling, Use, retention & Disposal of Disclosures and Disclosure Information.

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

Matters for Forthcoming Agendas

a) **James Day Trust**

b) **Review of Grant Policy** - Grants to individuals and recurring applications

c) **Corporate Plan 2020/21**

d) **Ethical Investments** – Members were thanked for completing and submitting the ethical investment questionnaire, and it was noted that the collated results would be discussed with Arlingclose, the Council's treasury advisors.

e) **Freedom of Information Act 2000** - Adoption of revised Publication Scheme

f) **Update on Action Points from Internal Audit Report 2019/20**

g) **Member & Officer Protocol** - the need to update this document was noted.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Moreton, 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 7 (in relation to legal and financial matters).

7. **ANNUAL REVIEW OF RISK REGISTER**

Consideration was given to the Council's Corporate Risk Register. It was noted that, in accordance with the *Practitioners' Guide*, that Members were expected to be fully engaged in the annual review of the Council's Risk Register. The register summarises the most significant risks faced by the Council in relation to achieving its objectives and priorities. The register also sets out the control procedures in place to mitigate the risks, and identified any further action needed to manage the risks effectively. The following additions and amendments were raised during the discussion:

- In the category of Financial Risk, remove reference to the potential risk of Local Government reorganisation and replace it with a change of policy by the Unitary Authority.
- To include reference to a pandemic as an Operational Risk in terms of business continuity and emergency planning.
- To update the target dates for compliance if required.
- To amend the date for the car parking review to March 2021.

It was proposed by the Town Mayor, seconded by Councillor Whitwam, and
RESOLVED UNANIMOUSLY:-

TO RECOMMEND:

That the amended Corporate Risk Register for 2021/22 be adopted.

8. **DATE OF NEXT MEETING**

It was noted that the next meeting of the Policy, Finance and Performance Management Committee would be held at 9.30 a.m. on Wednesday, 10th March 2021.

The meeting concluded at 9.55 a.m.
