

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 15th OCTOBER 2007** at 9.30 a.m.

PRESENT:-

Councillor C.R. Bright
Councillor L. Gloyn-Cox
Councillor M. Hadley
Councillor Mrs. A. Patrick

Also in attendance:- Councillor Mrs. C. Gainsborough
Councillor M. Whitwam

Public Participation Time

In addition to Members of the Council and Officers, 1 member of the public attended the Meeting, but she did not wish to raise any matters.

In the absence of the Town Mayor, it was proposed by Councillor Gloyn-Cox, seconded by Councillor Bright, and RESOLVED:-

That Councillor Hadley be appointed Chairman of the Meeting.

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from the Town Mayor and Councillor Pratt.

2. **SERVICE & STAFFING REVIEW AND OPTIONS APPRAISAL**

(a) **Overview and Strategic Options**

The Clerk submitted a briefing note and documents relating to external influences that should be taken into consideration when identifying the Council's strategy for the future.

The long-term strategy should identify the services/activities that the Town Council has a statutory obligation to deliver and those that the Council would wish to provide itself, or to contract out.

A detailed appraisal of the core functions was to be undertaken during the forthcoming weeks, and consideration given to a range of options prior to a review of staffing.

During the ensuing discussion, the need to differentiate between the Council's "services" and "business activities" was highlighted. It was noted that detailed consideration would be given to this during the Options Appraisals.

(b) **Caravan Park**

The Clerk presented a draft Financial Review and Options Appraisal Report in respect of the Caravan Park. He explained that it was a "working document", but it was important to determine the level of detail required

as it was intended that this would eventually serve as a template when appraising other services.

A lengthy discussion ensued, during which it was requested that further information be provided regarding the use of the swimming pool etc, the general use of the complex and restaurant/bars, and costings that had not been included in the draft Report.

During the debate, it was acknowledged that the caravan industry was a changing market, and that many caravans were now purchased for use as second homes and not necessarily for commercial letting. This was noted, and it was suggested that the letting of pitches should be appraised separately to the appraisal of the general complex. It was further suggested that consideration be given to the use of the facilities by local residents and organisations, with specific mention of the Rifle Range and Operatic Society Rehearsal Room.

Following further discussion, it was RESOLVED:-

That a Steering Group, consisting of the Mayor, Deputy Mayor and Councillors Gloyn-Cox and Mrs. Patrick be formed, in order to progress the matter.

(c) **Review of Timetable**

Having regard to the current workload and the urgent need to carry out the Service & Staffing Review and Options Appraisals, the Clerk reported that it may be necessary to review the timetable of proposed meetings.

Particular concern was expressed regarding the preparation of Estimates for the meeting scheduled for 3rd December 2007, and it was suggested that each Committee determine its own estimates and charges. This suggestion was noted.

3. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Finance & Performance Management Committee be held on Monday, 22nd October 2007 at 9.30 a.m.

The meeting concluded at 11.00 a.m.
