

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**
held at the Town Hall, Swanage on **MONDAY, 22nd OCTOBER 2007** at 9.30 a.m.

PRESENT:- Councillor G.M. Suttle (Town Mayor) – Chairman.

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

Also in attendance:- Councillor M. Whitwam

Public Participation Time

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

1. **APOLOGIES**

There were no apologies to report for inability to attend the Meeting.

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

The Clerk updated those present on deliberations of the Steering Group at the Meeting held on 19th October 2007.

At that Meeting, consideration had been given to the introduction of Activity Based Costing (ABC) techniques in accordance with guidance published by the CIPFA Directors of Finance Best Value Working Group, but concern had been expressed at the amount of work involved and the timescale of the Service and Staffing Review and Options Appraisal if this technique was adopted.

Following discussion, the Meeting concurred with the views of the Steering Group with regards to the introduction of Activity Based Costing techniques – it being considered that probably only 20% of costings would be affected by the introduction of this method.

Consideration was then given to the options to be appraised in accordance with the Council's recently adopted Procurement Strategy (based on the Byatt Report), and these were identified as follows:-

1) Analysis

Market segments

- residential
- static
- touring
- camping

Historical information

- Revenue
- Contributions etc.

Analyse into units small enough to allow subsequent business unit definition.

- Market trends
 - overall
 - locality.
- Benchmarking.
- 2) Evaluation
- 3) Recommendations
- 4) Implementation

Further discussion ensued, during which reference was made to the recent visit to Cauldron Barn Caravan Park and Ulwell Cottage Caravan Park, and the willingness of the proprietors to provide data which may be helpful in carrying out the Options Appraisal. It was AGREED:-

That Councillor Mrs. Patrick (Chairman of the Caravan Park Committee) be given delegated authority to liaise with the proprietors of the above caravan parks, as appropriate.

In order to progress the Appraisal, and to fully assess the options, it was proposed by Councillor Bright, seconded by Councillor Pratt, and RESOLVED:-

That an updated valuation of the Swanage Bay View Holiday Park be obtained.

3. **DRAFT AUDIT PLAN**

Consideration was given to the Draft Audit Plan 2007/08, submitted by the Audit Commission (copies having been circulated to all Members prior to the Meeting).

Following a brief discussion during which a wide range of concerns were highlighted, it was proposed by Councillor Gloyn-Cox, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the Draft Audit Plan 2007/08 be not accepted, and that an urgent meeting be arranged with the District Auditor (Mr Martin Robinson) and the Mayor, Deputy Mayor and Councillors Bright and Gloyn-Cox to discuss the matter.

4. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Finance & Performance Management Committee be held on Monday, 5th November 2007 at 2.15 p.m.

The meeting concluded at 11.00 a.m.
