

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 27th MAY 2009** at 10.00 a.m.

PRESENT:- Councillor M.W. Pratt (Town Mayor) – Chairman.

Councillor L. Gloyn-Cox
Councillor Mrs. A. Patrick
Councillor S. Poultney

Public Participation Time

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

1. **APOLOGIES**

An apology for his inability to attend the Meeting was received from Councillor Suttle.

2. **FORMAT OF TOWN COUNCIL'S MANAGEMENT ACCOUNTS**

A revised format of the Council's Management Accounts was presented for consideration. It was intended that, once the format had been approved, the Management Accounts would be presented on a quarterly basis.

During the ensuing discussion, Members requested that observations on the proposed new format of the accounts be obtained from Councillor Suttle, and it was proposed by the Town Mayor, seconded by Councillor Gloyn-Cox, and AGREED:-

That a working party, consisting of the Town Mayor and Councillors Gloyn-Cox and Suttle, be set up to progress the matter.

3. **DISTRICT AUDIT ACTION PLAN - REVIEW**

Members discussed the District Audit Action Plan (copies having been circulated prior to the Meeting), and gave detailed consideration to each of seven recommendations featured therein.

In respect of Recommendation No. 1, it was noted that the Council in developing an Asset Management Plan now had this matter as a standing item on the Agenda for the General Operations Committee. This matter had previously been discussed by that Committee, and the full Asset Management Plan was progressing. The Operations Manager reported that preference had been given to prioritising items in order to produce a revised list of achievable targets. These included matters relating to the Town Hall, Tourist Information Centre and jetties in need of urgent attention. The possibility of any alternative solutions for future funding provisions were also discussed.

With regard to the other recommendations, three were noted as being complete and the remainder were entirely reliant on the outcome of the impending arrangements concerning the possible disposal of the Caravan Park.

4. **USE OF RESOURCES ASSESSMENT**

Arising from Recommendation 7 of the District Audit Action Plan (see Minute No. 3 above), consideration was given to the Value for Money conclusion, as featured at Appendix 7 of the Annual Audit Letter and Annual Governance Report received on 23rd December 2008.

The Committee noted the twelve criteria and considered the overall position reached in respect of these.

It was AGREED:-

That the Committee address those matters recorded as “Not Adequate” as forming part of its priority actions list.

It was FURTHER AGREED:-

That the “Value for Money” policy should be a standing item on the Agenda for the Finance and Performance Management Committee.

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

It was noted that the following items be included on the Agenda for the forthcoming meeting of the Finance and Performance Management Committee:-

- (a) Priority Action Plan – Monitoring Report.
- (b) Scrutiny and Review of Policy Decisions.
- (c) Asset Management Plan.
- (d) Corporate Performance Plan 2009/10 – Review.
- (e) Review of Capital.

6. **EXCLUSION OF PRESS AND PUBLIC**

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

That, under Standing Orders Nos. 67 and 68, in view of the confidential nature of the business to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting during consideration of the following matters.

7. **BAD DEBT PROVISIONS**

Consideration was given to the Briefing Note dated 22nd May 2009, and the Summary of the Aged Debtors Analysis as at 31st March 2009, amounting to £47,643.87 (copies having been circulated to all Members prior to the Meeting).

It was noted that the Town Council did not have a formal policy in place to deal with bad debts. After due consideration, bearing in mind the Council’s excellent track record in recovering all of its debt (less than 0.1% in each year between 2005/06 and 2007/08), it was considered unnecessary to change the Council’s established practice. Members felt that each outstanding debt should be considered individually and action taken as deemed appropriate.

The historic debtors list included a large debtor, and, following careful consideration, it was proposed by Councillor Gloyn-Cox, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY:-

TO RECOMMEND

That a debt of £28,004.16 be written off.

It was FURTHER RESOLVED:-

That the Aged Debtors list be reviewed by the Committee on a quarterly basis, and recommendations made as deemed appropriate.

8. **DATE OF NEXT MEETING**

It was noted that the next meeting of the Finance and Performance Management Committee was scheduled to be held on Monday, 13th July 2009 at 9.30 a.m.

The meeting concluded at 11.25 a.m.