

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**
held at the Town Hall, Swanage on **MONDAY, 30th JULY 2007** at 9.30 a.m.

PRESENT:-

Councillor G.M. Suttle (Town Mayor) – Chairman.

Councillor B. Audley (from 10.20 a.m.)

Councillor L. Gloyn-Cox

Councillor M. Hadley

Councillor M. Pratt

Councillor Mrs. A. Patrick

Councillor M. Whitwam

Also in attendance:- Mr. H. Lovegrove (Internal Auditor)

Public Participation Time

There were no members of the public in attendance.

1. **APOLOGIES**

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

2. **INTERNAL AUDIT REPORT 2006/07**

The Town Mayor welcomed Mr. Henry Lovegrove, the Council's Internal Auditor, to the meeting and invited him to present the Internal Audit Report for 2006/07. (Copies had been circulated to all Members prior to the meeting).

In summary, the Report acknowledged improvements in the Council's budget and monitoring control, and accounting systems and procedures that had been introduced during the financial year. Based on the internal audit reviews completed in respect of 2006/07, the overall system of internal control was considered to be satisfactory.

Following discussion, it was proposed by Councillor Pratt, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

TO RECOMMEND:

That the Internal Audit Report 2006/07 be accepted.

3. **AUDIT COMMISSION REPORTS**
VFM Conclusion Summary 2005/06

The VFM Conclusion Summary 2005/06 was submitted, for information.

In accepting the document, it was noted that new procedures and systems of internal control had been introduced during the year 2006/07, and recognition of these improvements should be reflected in the Audit Commission Reports for 2006/07.

4. **EXCLUSION OF PRESS AND PUBLIC**

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

That, as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded from the Meeting during consideration of the following matters.

5. **LEGAL AGREEMENTS**

(a) **Bar & Catering Agreement**

Further to Minute No. 3 of the Caravan Park Committee meeting held on 19th June 2007, detailed consideration was given to a range of issues regarding the provision of service and the management of the Vista Complex at the Holiday Park. The temporary managerial arrangements had placed an ever-increasing burden on the senior officers involved, and the urgent need to appoint a General Manager was acknowledged. Following a lengthy discussion, and taking into account the forthcoming Options Appraisal in September 2007, it was proposed by Councillor Gloyn-Cox, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

TO RECOMMEND:

That the Bar and Catering Agreement with Mr. David Taylor be terminated with effect from 31st October 2007, and that Mr. Taylor be offered the post of temporary General Manager at the Swanage Bay View Holiday Park until 29th February 2008, subject to the Options Appraisal.

It was further proposed by Councillor Mrs. Patrick, seconded by the Town Mayor, and RESOLVED:-

TO RECOMMEND:

That the matter be referred for consideration at the meeting of the Personnel Committee to be held on Thursday, 2nd August 2007 to determine Terms of Reference and other personnel issues.

(b) **Swanage & Herston Football Club**

Before consideration of this item, Councillor Audley declared a personal interest under the Model Code of Conduct by reason of being a member of the Football Club Committee, but as his interest was non-prejudicial, he remained in the meeting during the debate.

Consideration was given to the draft Heads of Terms for the legal agreement with the Swanage & Herston Football Club. During the ensuing discussion, the Clerk reminded Members of the legal framework applicable as the site falls within the scope of the Day's Park Charitable Trust, and it was AGREED:-

That the inaugural meeting of the Day's Park Charitable Trust be held on Wednesday, 12th September 2007 at 9.30 a.m.

Following further discussion, it was proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, and RESOLVED:-

That delegated authority to negotiate the Heads of Terms with the Swanage & Herston Football Club be given to the Town Mayor, Deputy Mayor and Town Clerk.

(c) **Town Market - Licence**

There were no matters to report regarding the Town Market licence at the present time.

(d) **Grazing Fields – Tenancy Agreement**

There were no matters to report regarding the Tenancy Agreement for the grazing fields at the present time.
