

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **MONDAY, 3rd DECEMBER 2007** at 10.30 a.m.

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

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

Also in attendance:- Councillor M. Whitwam
Mr. H. Lovegrove – Internal Auditor.

Public Participation Time

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

1. **APOLOGIES**

Apologies for their inability to attend the Meeting were received from Councillors Hadley and Pratt.

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

(a) **Options Appraisal**

The Clerk updated those present on the present position regarding the Holiday Park Options Appraisal, and explained the necessity to review the timetable.

The requirements of the District Auditor relating to the 2005/06 Accounts had been given urgent priority, and with the limited resources available, it would not be possible to prepare the Options Appraisal within the current timescale.

The first draft Report of the buildings survey had now been received from the Council's surveyor and the updated Valuation Report would be available from Charles F. Jones on 12th December 2007.

Financial statistics and marketing information had been extracted from the Council's accounts, and trading comparisons over a ten year period were being prepared.

The Town Clerk explained that the information now needed to be collated and analysed in order for the Options to be appraised, and he sought a commitment from members of the Committee to be available to receive and consider this information in time for the "deadline" date of 17th December 2007.

Following a lengthy discussion, the Town Mayor summarised the possible Options available, as follows:-

- 1) To continue operating the Holiday Park on the current basis, with a General Manager and appropriate staffing (a possible change in accountancy services may be considered under the Service and Staffing Review).

- 2) To continue to operate the Holiday Park, but to lease out the caravan sales to a third party.
- 3) To lease out the Holiday Park complex, and to retain the caravan sales or vice versa.
- 4) To sell the whole of the Holiday Park, either on a freehold or leasehold basis.
- 5) To let out the whole of the Holiday Park to a Management Company on a licence basis.
- 6) To manage the Holiday Park with an “arms length” company.

After further debate, and having regard to the timescale and limited resources available, the Town Mayor offered to prepare the first draft of the Options Appraisal for consideration on 17th December 2007.

It was proposed by Councillor Bright, seconded by Councillor Gloyn-Cox, and RESOLVED:-

That the Town Mayor’s offer to prepare the first draft of the Options Appraisal be accepted, with the proviso that members of the Finance and Performance Management Committee be kept informed of any issues that may give rise for concern.

(b) **Service and Staffing Review**

The Town Clerk gave a brief summary of the Service and Staffing Review process and explained the need to determine the Holiday Park Options Appraisal before this Review could be progressed.

A flowchart for the guidance of the Service Review process had been circulated to all Members for information.

3. **AUDIT COMMISSION**

The Clerk reported that a provisional date for a meeting with the District Auditor had been set for 12th December 2007. This was subject to confirmation.

4. **INTERNAL AUDIT REPORTS**

At the invitation of the Chairman, Mr. H. Lovegrove presented the interim internal audit reports. He provided background information and explanations regarding the recommendations and conclusions in respect of the following:-

- a) Stocks and Stores.
- b) Miscellaneous Income.
- c) Car Parks – Income.
- d) Boat Park.
- e) Beach Gardens.
- f) Cemeteries.
- h) Caravan Sales.
- i) Bar and Catering Contract.
- j) Miscellaneous Cash Income.
- k) Rent Income.

5. **MATTERS FOR FORTHCOMING AGENDAS**
- a) Appointment of CIPFA qualified Accountant.
 - b) Signage on ticket machines at Leos Car Park.
 - c) Dorset Age Partnership – Meeting being held at the Town Hall on Wednesday, 5th December 2007 re proposals to close Swanage Day Centre.
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