

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE**
held at the Town Hall, Swanage on **MONDAY, 4th AUGUST 2008** at 9.30 a.m.

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

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

Also in attendance:-

Councillor Mrs. C. Gainsborough JP
Councillor Mrs. G.A. Marsh
Mr. D. Taylor - General Manager – Swanage Bay View
Holiday Park (until 10.55 a.m.)

Public Participation Time

There were four members of the public present at the meeting.

MR. C. CARD enquired whether Agenda Item No. 4 (c) (Breach of Licence Terms – people residing on the Park) would be considered when the public and press had been excluded from the Meeting.

1. **APOLOGIES**

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

2. **CARAVAN PARK COMMITTEE – 27th JUNE 2008**

(a) **Leisure Facilities – Gym Proposals**

Further to Minute No. 3 (h) of the Caravan Park Committee meeting held on 27th June 2008, detailed consideration was given to the proposal to install a fitness suite/gym facilities in the existing skittle alley.

During the ensuing discussion, Members were mindful of the Electrical Survey Report (to be considered as the next Agenda Item) and expressed concern regarding any additional financial implications that the fitness suite/gym may have on the Council's budgets.

It was noted that a budget provision of £10,000 had been allocated for this facility and any additional expenditure would have to be met from earmarked reserves.

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

That the proposals for the installation of the gym facility be approved in principle.

(b) **Electrical Survey Report**

Consideration was given to the Electrical Survey Report dated 8th July 2008, submitted by the Council's electrical contractor.

Due to the age of the electrical installations, some areas had been identified as being in need of urgent attention, and, although detailed costings had not yet been obtained for these works, it was anticipated that the cost would be in the region of £20,000.

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

That the gymnasium proposals and Electrical Survey Report be considered as matters of urgency in conjunction with the Council's Capital Programme.

(c) **Caravan Park Advisory Committee**

Further to Minute No. 2 of the Caravan Park Committee Meeting held on 27th June 2008, the Clerk reported that the inaugural meeting of the Caravan Park Advisory Committee was scheduled to take place on Saturday, 9th August 2008 at 10.00 a.m. at the Holiday Park.

Consideration was then given to the draft Terms of Reference to be adopted by the Committee.

During the ensuing discussion, it was not considered to be appropriate for the Independent Representative(s) to be appointed prior to the commencement of the inaugural meeting by means of a ballot of Town Councillor and Owners' Association representatives, and it was proposed by Councillor Trite, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY:-

That the independent caravan owners interested in being appointed as representative(s) on the Caravan Park Advisory Committee meet prior to the inaugural meeting of the Committee (in the presence of the Town Clerk) to determine their representative(s).

Consideration was then given to Councillor representatives on the Caravan Park Advisory Committee, and, in the absence of the Chairman of the Caravan Park Committee, it was proposed by Councillor Mrs. Patrick, seconded by the Town Mayor, and RESOLVED UNANIMOUSLY:-

That a meeting of the Caravan Park Committee be convened on Friday, 8th August 2008 at 9.30 a.m. to appoint Councillor representatives to the Caravan Park Advisory Committee.

3. **CARAVAN PARK – FINANCIAL AND OPERATIONAL MATTERS**

(a) **Caravan Sales**

The General Manager reported that there had been a down-turn in caravan sales and there were currently 27 vacant pitches on the Holiday Park. The down-turn was general throughout the industry, mainly due to the current economic climate. He expressed concern regarding the loss of revenue to the Council, and reported on measures being introduced by other Holiday Parks in the area to stimulate caravan sales and fill vacant pitches. These included reduction in prices and the transfer of used caravans from other Parks.

Having regard to the short and long-term implications of any changes to the Council's existing policies, it was proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, and RESOLVED UNANIMOUSLY:-

That the following Agenda Items be deferred for consideration at the next meeting of the Caravan Park Committee to be held on Friday, 8th August 2008:-

- (a) Caravan Sales – Update.
- (b) Transfer of Used Caravans from Other Parks.
- (c) Breach of Licence Terms – People residing on the Park.
- (d) Caravan Insurance – Update.
- (e) Furnished Lettings – Flexible Pricing Proposals.

4. **STRATEGIC PLANNING**

Consideration was given to a SWOT Analysis and suggested Action Plan, prepared by Councillor Gloyn-Cox and the Town Clerk, in order to assist in establishing the Council's priorities. Acknowledgement was given in Councillor Gloyn-Cox's input into the production of this concise document.

Following discussion of the strengths, weaknesses, opportunities and threats identified in the document, it was proposed by Councillor Mrs. Patrick, seconded by Councillor Trite, and **RESOLVED UNANIMOUSLY:-**

That the proposed Action Plan be adopted.

The Caravan Park General Manager left the Meeting at 10.55 a.m.

5. **INTERNAL AUDIT ANNUAL REPORTS 2007/08**

The Clerk presented the Internal Audit Annual Report for 2007/08 (copies having been circulated to all Members).

It was noted that the Internal Audit function had previously been undertaken by Purbeck District Council, but this service was now provided by an independent company.

During the ensuing discussion, the Audit Opinion that the "key central systems and internal control arrangements continue to be effective" was noted with satisfaction.

It was proposed by the Town Mayor, seconded by Councillor Poultney, and **RESOLVED UNANIMOUSLY:-**

That the Internal Audit Annual Reports 2007/08
be accepted and approved.

6. **ADDITIONAL CCTV CAMERA**

The Clerk reported on a request from the police concerning a "hot spot" where anti-social behaviour occurred, which was not currently covered by the CCTV surveillance system.

A quotation for the supply and installation of an additional full function camera with digital video link had been obtained in the sum of £4,560 plus VAT with an additional £1,980 plus VAT if sited on a pole.

Consideration was given to a rental option or possible joint funding provisions, following which it was proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, and **RESOLVED UNANIMOUSLY:-**

That the matter be deferred for consideration in
conjunction with the Council's Capital Programme.

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

- (a) Contracts and Legal Issues.
- (b) Beach Gardens Proposals.
- (c) Arts Project Proposals.
- (d) Bay Management Proposals.

- (e) Review of Performance Indicators.
- (f) Appointment of Culture and Events Officer.
- (g) Monitoring of Action Points.
- (h) Scrutiny and Review of Decisions.
- (i) Capital Programme – Monitoring and Review.

8. **EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Mrs. Gainsborough, and
RESOLVED UNANIMOUSLY:-

That, under Standing Order No. 67, it is envisaged that 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.

9. **OUTSTANDING DEBT**

The Clerk reported the present situation as to the advice received from its legal advisers. The position was noted, and it was AGREED:-

That the Clerk continues to liaise with the Council's legal advisers and report back to a future meeting.

10. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Finance and Performance Management Committee be held on Monday, 1st September 2008.

The meeting concluded at 11.05 a.m.
