

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **FRIDAY, 5th FEBRUARY 2010** at 9.30 a.m.

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

Councillor L. Gloyn-Cox
Councillor W.S. Trite

Also in attendance:-

Councillor C. Bright (until 11.00 a.m.)
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 Mrs. Patrick and Poultney.

2. **INTERIM INTERNAL REPORTS 2009/10**

Mr. Henry Lovegrove, the Council's Internal Auditor, presented interim internal audit reports for 2009/10, and provided background information and explanations regarding the recommendations and conclusions in respect of the following:-

- (a) Allotment Income.
- (b) Sundry Debtors.
- (c) Lease and Concessions Income.
- (d) Market Income.
- (e) Payroll.
- (f) Treasury Management.

Members noted that the audit objectives had been substantially met, although some recommendations had not yet been implemented.

Arising from the above, issues relating to the operation of the market were highlighted, and it was agreed that these be addressed as an urgent priority.

Discussion then followed regarding Treasury Management, and it was requested that the cashflow forecasting be reinstated on a quarterly basis. The importance of determining the Council's Treasury Management Policy was also highlighted, and it was AGREED:-

That the Council's Treasury Management Policy be considered at the Council Meeting held to discuss policy and planning matters on 15th March 2010.

Mr. H. Lovegrove left the Meeting at 9.55 a.m.

3. **TOWN COUNCIL'S MANAGEMENT ACCOUNTS**

A revised format of the Council's Management Accounts for the period ending 31st December 2009 was presented for information, and the position was noted.

4. **DISTRICT AUDIT ACTION PLAN**

Further to Minute No. 4 of the Finance and Performance Management Committee Meeting held on 9th November 2009, consideration was given to the District Audit Action Plan.

Arising from Recommendation No.1, it was reported that the Asset Management Plan had now been completed and had been approved by the General Operations Committee. The Asset Management Plan would be included on the Agenda for consideration at the next meeting of the Finance and Performance Management Committee to be held on 8th March 2010. It was also noted that, in accordance with Recommendation No.7, a Risk Management Policy should be developed to manage the Council's significant business risks.

Before consideration of the following matter, Councillor Trite declared a personal interest under the Model Code of Conduct, by reason of being a director of the Swanage Railway Trust.

Arising from the Asset Management Plan, the possible disposal of the Station Buildings was mooted. It was noted that, if it were to be considered appropriate to dispose of the buildings to the Swanage Railway Trust, covenants could be put in place to ensure that the property would revert to the Town Council should it no longer be required by the Swanage Railway at some time in the future.

5. **COUNCIL PRIORITIES 2010/11**

Further to Minute No. 3 of the Council Meeting held on 16th November 2009, Members reviewed the priority list of "Issues to Explore".

Detailed consideration was given to each item listed, and the following priorities were AGREED:-

Railway Land/Buildings - sale/disposal or assignment of Head Lease to Swanage Railway Trust.

Review of Public Buildings (Tourist Information Centre, Town Hall, Depot).

Define remit of Seafront Stabilisation Scheme.

Main Beach/King George's Field - define options for toilets/changing facilities.

Land south of Holiday Park - possible use for self-managed allotment site/quarrying.

Godlingston – Green Cemetery.

Northbrook Copse – Explore options for disposal (Woodland/Wildlife Trust, sale for housing land).

Land at junction of Northbrook Road/Victoria Avenue – sell for parking.

It was further noted that the management of the facilities at Beach Gardens remained a priority and was now a standing item on Town Council agendas.

Councillor Trite declared a prejudicial interest under the Model Code of Conduct by reason of being a director of the Swanage Railway Trust, and left the Meeting during the debate.

Arising from the above list of priorities, it was RESOLVED:-

That the Council's appointed surveyor be instructed to carry out a valuation of the station land/buildings.

An amended schedule of the Town Council's priorities for 2010/11 is attached at end of these Minutes.

Councillor Bright left the Meeting at 11 a.m.

6. **WESSEX TELESCOPES AGREEMENT**

Consideration was given to the charges to be levied for the telescope sites let under an Agreement with Wessex Telescopes.

Following discussion, it was RESOLVED:-

That delegated authority be given to officers to negotiate revised terms with Wessex Telescopes.

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

- (a) Priority Action Plan – Monitoring Report.
- (b) Scrutiny and Review of Policy Decisions.
- (c) Asset Management Plan.
- (d) Corporate Performance Plan (including Financial Strategy).
- (e) Review of Capital Programme.

8. **DATE OF NEXT MEETING**

It was AGREED:-

That the next meeting of the Finance & Performance Management Committee be held on Monday, 8th March 2010 at 9.30 a.m.

The meeting concluded at 11.35 a.m.

Council Priorities 2010/11

Item No.	Issues to clarify/explore
1.	Railway Land/Buildings – sale/disposal or assignment of Head Lease to Swanage Railway Trust
2.	Review of future of Public Buildings (Tourist Information Centre, Town Hall, Depot)
3.	Define remit of Seafront Stabilisation Scheme
4.	Main Beach/King George’s Field – define options for toilets/changing facilities
5.	Beach Gardens – improve facilities and resolve future management arrangements
6.	Land South of Holiday Park – possible use as self-managed allotment site/quarrying
7.	Godlingston – open Green Cemetery
8.	Northbrook Copse – Explore options for disposal (Woodland/Wildlife Trust, sale for housing land)
9.	Land at junction of Northbrook Road/Victoria Avenue – sell for parking