

Minutes of the Meeting of the **FINANCE AND PERFORMANCE
MANAGEMENT COMMITTEE** held at the Town Hall, Swanage
on **MONDAY, 28th APRIL 2014** at 5.30 p.m.

PRESENT:- Councillor Mrs. A. Patrick (Town Mayor) – Chairman.

Councillor M. Bonfield
Councillor I. Brown
Councillor S. Poultney
Councillor M. Pratt
Councillor W.S. Trite (from 6 p.m.)
Councillor M. Whitwam

Also in attendance: Councillor Mrs. C. Bartlett

Public Participation Time

There was one member of the public present at the meeting.

1. **APOLOGIES**

An apology for his late attendance at the meeting was received from Councillor Trite.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interest under the Code of Conduct as defined by regulations made under section 30 (3) of the Localism Act 2011.

Agenda Item No. 8 – Councillor Brown declared a personal interest under the Code of Conduct by reason of being a member of the Swanage Coastguard.

3. **INTERIM INTERNAL AUDIT REPORTS 2013/14**

The Clerk presented internal audit reports, prepared by Mr. Henry Lovegrove, the Council's Internal Auditor, on the following services undertaken to date in respect of the financial year 2013/14, which included recommendations relating to the following services:

- (a) Miscellaneous Income & Bank Reconciliation.
- (b) Sundry Debtors.
- (c) Market Income.
- (d) Lease and Concessions Income.
- (e) Payments.
- (f) Petty Cash.

Arising from the above, Members were pleased to note that no significant control weaknesses had been identified and that the audit objectives had been fully or substantially met.

In accepting the Reports, Members again expressed their appreciation of the diligence and commitment of the Council's staff in achieving the high standard of audit objectives.

4. **APPOINTMENT OF INTERNAL AUDITOR FOR 2014/15**

Further to Minute No. 9 of the Finance & Performance Management Committee meeting held on 13th November 2013, and a subsequent interview of three potential providers of future internal audit services at the Corn Exchange, Dorchester, consideration was given to tenders submitted from two companies interested in providing this service.

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

That Darkin Miller – Chartered Accountants be appointed to provide internal audit services for the Town Council for the 2014/15 financial year.

5. **SEAFRONT AND DOWNS STABILISATION SCHEMES**

The Clerk updated those present on matters relating to the Seafront and Downs Stabilisation Scheme.

A statement showing the impact of financial revisions to the Revenue Account was submitted for information, and the position was noted.

6. **TREASURY MANAGEMENT ADVICE**

Following a recent visit from Arlingclose, the Clerk updated those present on the specialist treasury management advice provided by the company.

During the past year, the Council's investment portfolio had performed well, with particular reference to the CCLA Property Fund investment.

Members expressed their appreciation of the specialist services provided by Arlingclose and the professional working relationship that they had with the Town Council.

7. **F.J. GRACE WILL TRUST**

The Clerk reported on a legacy left by Frederick James Grace stating that the residue of his estate was to be held in trust to be used to provide additional amenities for the people of Swanage.

The Will directed that the income from the Trust was to be paid to the Council until April 2014 when they would become entitled to the capital. It was estimated that the Council would receive approximately £30,000 from the assets in the Trust, and consideration was to be given to funding a suitable project in accordance with the terms of the Will.

EXCLUSION OF PRESS AND PUBLIC

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

That under Standing Orders Nos. 67 and 68, by reason 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.

8. **COUNCIL PRIORITIES MONITORING REPORT**

Further to Minute No. 4 of the Finance and Performance Management Committee meeting held on 15th January 2014, an updated schedule of Council Priority Projects was submitted, for information.

In presenting the Report, the Town Clerk made reference to some legal issues which were progressing, but had yet still to be concluded.

Following a brief discussion, it was proposed by the Town Mayor, seconded by Councillor Poultney, and RESOLVED:-

That an item relating to 'Future Arrangements for the Boat Park' be included on the Monitoring Report.

9. **SWANAGE MARKET**

Further to Minute No. 5 of the Finance and Performance Management Committee meeting held on 15th January 2014, consideration was given to the options for the future operation of the Swanage Market, and the tenders submitted in accordance with the advertised tender process.

Following a detailed and lengthy discussion, it was proposed by the Town Mayor, seconded by Councillor Whitwam, and RESOLVED UNANIMOUSLY:-

That the tender submitted by Markets JC Ltd for the operation of the market in Swanage be accepted for a two year period.

It was FURTHER RESOLVED:-

That the market day be changed from Tuesday to Friday.

10. **SEABREEZE RESTAURANT**

Following representations received from the tenants of the Seabreeze Restaurant, consideration was given to a proposed schedule regarding rental payments.

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

That the repayment schedule be accepted, and that appropriate professional advice be sought on the matter.

11. **SWANAGE BAY VIEW HOLIDAY PARK**

Details of outstanding debts relating to the Swanage Bay View Holiday Park were submitted for information.

Following discussion, it was proposed by the Town Mayor, seconded by Councillor Trite, and RESOLVED:-

To instruct a Tracing Agent to confirm the employment status of the debtor with a view to pursuing the outstanding debt.

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

There were no additional matters in need of urgent attention.

13. **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Finance and Performance Management Committee would be held on Friday, 1st August 2014 at 9.30 a.m.

The meeting concluded at 6.30 p.m.
