

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **FRIDAY, 31st OCTOBER 2014** at 9.30 a.m.

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

Councillor M. Bonfield
Councillor M. Whitwam

Also in attendance:-

Mrs. Rosie Darkin-Miller (Internal Auditor)

In the absence of four Members of the Committee, the Finance and Performance Management Committee was deemed to be not quorate. Having regard to the above, the Committee considered items on the Agenda, but no resolutions were agreed.

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 Brown, Poultney, Pratt and 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.

There were no declarations to record on this occasion.

3. **INTERNAL AUDIT**

Further to Minute No. 4 of the Finance and Performance Management Committee meeting held on 28th April 2014, the Mayor welcomed Mrs. Rosie Darkin-Miller, the Council's Internal Auditor, to the Meeting.

Mrs. Darkin-Miller presented internal audit reports on the following services undertaken to date in respect of the financial year 2014/15, which included recommendations relating to the following services:

- (a) Proper Book-keeping
- (b) Risk Management
- (c) Payments
- (d) Payroll

Arising from the above, Members were pleased to note that only one matter had been identified as being of significant importance, and this issue had already been highlighted in the Council's Risk Register.

The reports and recommendations contained therein were accepted.

Mrs. Darkin-Miller then outlined her Strategic Audit Plan, and in light of progress made to date, felt that the audit would be completed in less than the estimated time allocation.

Following a brief discussion, Members agreed that, having regard to the estimated surplus time allocation, the services of the internal auditor be engaged to review specific projects undertaken by the Town Council.

4. **INCOME AND EXPENDITURE – BUDGET REPORT**

Consideration was given to a detailed report setting out the principal sources of the Town Council's income and expenditure.

It was noted that car parking revenue was £24,322 below budget, the negative variance being identified as £35k from Broad Road car park. This was mainly attributable to the stabilisation works during the first quarter of the year, although there had, however, been a steady decline in the usage of Broad Road car park in recent years. The majority of other car parks had performed at or within acceptable variances against budget.

Overall there was a surplus on the general fund of £449,043 for the first half of the 2014/15 financial year. This was £24,000 less than budgeted for the period. The year-end outturn was showing significant variances, with the whole of the summer season rentals of Shore Road beach hut bookings and kiosk rental being affected by the overrun of the capital project.

The revised net surplus taken on its own reads as a significant and potentially serious negative variance, with a revised net surplus of £225,824 now being projected against a budget of £350,920. However, due to the greater than anticipated balance brought forward (£551,009 against £410,610 due to underspends and deferment of expenditure in 2013/14), the impact upon the projected general fund balance total was within operationally manageable levels.

Members noted the Council's overall financial position.

5. **CAPITAL PROGRAMME**

Consideration was given to the 2nd Quarter Monitoring Report of the Capital Programme 2014/15.

The Report reflected the progress and expenditure in accordance with the approved schemes, and Members agreed that the 2nd Quarter Monitoring Report of the Capital Programme 2014/15 be noted.

6. **TREASURY REPORT 2014/15**

In accordance with the requirements of the CIPFA Code of Practice, a summary report of the treasury management activity during the first half of 2014/15 was submitted, for information.

It was noted that, once again, a prudent approach had been taken in relation to investment activity with priority being given to security and liquidity over yield.

7. **NON-CONSOLIDATED PAYMENT AND REVIEW OF NJC PAY PROPOSALS**

This matter was deferred for consideration at the next meeting of the Council held to discuss policy and planning matters on 17th November 2014.

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

There were no additional matters to report at the present time.

EXCLUSION OF PRESS AND PUBLIC

Proposed by the Town Mayor, seconded by Councillor Bonfield, 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.

9. **COUNCIL PRIORITIES MONITORING REPORT**

Further to Minute No. 6 of the Finance and Performance Management Committee meeting held on 30th July 2014, an updated schedule of Council Priority Projects was submitted, for information.

10. **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Finance and Performance Management Committee be held on Monday, 8th December 2014 at 9.30 a.m.

The meeting concluded at 10.05 a.m.
