

Minutes of the Meeting of the **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 9<sup>th</sup> MARCH 2022** at 1.30 p.m.

PRESENT:- Councillor A. Harris (Chair)  
Councillor J. Bishop  
Councillor M. Bonfield  
Councillor T. Foster  
Councillor C. Moreton  
Councillor M. Whitwam

Also in attendance: -

Dr M. Ayres – Town Clerk

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

1. **APOLOGIES**

Apologies for his inability to attend the meeting were received from Councillor Trite and from Councillor Tomes who participated in the Meeting via Zoom.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with Section 9 and Appendix B of the Council's Code of Conduct.

There were no declarations to record on this occasion.

3. **AMENDMENTS TO SCALE OF FEES AND CHARGES FOR 2022/23**

Consideration was given to a briefing note setting out a number of proposed amendments to the Scale of Fees and Charges for 2022/23, adopted at the Estimates Meeting on 17<sup>th</sup> January 2022. It was proposed by Councillor Bonfield, seconded by Councillor Bishop and RESOLVED UNANIMOUSLY:

**TO RECOMMEND:-**

That the schedule of amendments to the agreed scale of fees and charges for 2022/23 (as appended at the end of these minutes) be approved.

4. **INTERNAL AUDIT REPORT 2021/22 – VISIT 3 OF 6:**

The third interim Internal Audit Report of the 2021/22 financial year prepared by Darkin-Miller, Chartered Accountants, was submitted for information.

The following areas had been reviewed during the audit visit:-

- Payments (work in progress)
- Income, with a specific focus on:
  - (a) Car Parks
  - (b) Cemeteries
  - (c) TIC Cash

Five low level recommendations had been made. The management response and implementation dates were noted, and it was AGREED:

That the third interim Internal Audit Report for the 2021/22 financial year be accepted.

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

No matters were raised.

**EXCLUSION OF PRESS AND PUBLIC**

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

That, under Standing Order No. 1 c), in the public interest, the press and public be excluded from the Meeting in view of the confidential nature of the business to be transacted under agenda items 6 and 7 (in relation to legal and contractual matters).

6. **ANNUAL REVIEW OF RISK REGISTER**

Consideration was given to the Council's Corporate Risk Register. It was noted that, in accordance with the *Practitioners' Guide*, that Members were expected to be fully engaged in the annual review of the Council's Risk Register. The register summarises the most significant risks faced by the Council in relation to achieving its objectives and priorities. The register also sets out the control procedures in place to mitigate the risks, and identified any further action needed to manage the risks effectively. The following significant additions and amendments were raised during the discussion:

<b>Financial Risks</b>	
Poor quality investments are made and sums invested are lost leading to budget deficit and/or inability to fund capital programme. Includes credit and counterparty, interest rate, market and liquidity risks.	Add following to control measures: Ethical/ESG investment decisions to be made in the context of the Council's adopted Treasury Management Policy Statement.
Lack of medium to long-term financial planning leads to inadequate reserves and inability to deliver services.	New risk with following control measures: Detailed annual review of revenue and capital budgets for next three financial years as part of budget setting process; strong financial policy framework in place including Medium Term Financial Strategy, Reserves Policy and Treasury Management and Investment Strategy Statement.
Inadequate arrangements for cash collection, handling and banking leads to financial loss and reduced general fund balance.	Add to description of risk credit card/pay-by-phone payment processing.
<b>Compliance Risks</b>	
Councillors fail to comply with Model Code of Conduct	Register of Councillor Training to be established and published by 30th September 2022.
<b>Strategic Risks</b>	
The Town Council fails to protect its reputation as a good council	Add regular meetings of Communications Working Party to control measures.

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

**TO RECOMMEND:**

That the amended Corporate Risk Register for 2022/23 be adopted.

7. **ARREARS – ACTION IN RESPONSE TO s.146 NOTICE**

Attention was drawn to potential action in respect of rent arrears in relation to a commercial property in the Town Council’s ownership. This debtor had previously been issued with a Section 146 Notice and an agreed payment plan had not been adhered to. It was AGREED:

That the Town Clerk be given delegated authority to act in the matter in accordance with the lease and legal advice received.

8. **DATE OF NEXT MEETING**

The date of the next scheduled meeting was noted as being 20<sup>th</sup> July 2022 at 9.30 a.m.

The meeting concluded at 2.20 p.m.

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**Scale of Fees & Charges - 2022/23**

	<b>Date of Last Increase/ (Decrease)</b>	<b>Agreed Fees 2021/22 £/p</b>	<b>Proposed Fees 2022/23 £/p</b>
<b>1. <u>BOAT PARK &amp; CAR PARKS</u></b>			
Summer Season Ticket (1st April-31st October)	NEW	NEW	207.00
<b>3. <u>TOURIST INFORMATION CENTRE</u></b>			
Advertising Board 3ft x 4ft (Annual)	1/4/20	475.00	475.00
<b>4. <u>BEACH BUNGALOWS</u></b>			
<b><u>SCALE OF FEES: SHORE ROAD - 2022/23 SEASON</u></b>			
<b>Artisans on the Beach</b>			
Lower Level - Full Period	1/4/19	100.00	104.00
Upper Level - Full Period	1/4/19	50.00	52.00
<b>Private Sites</b>	1/4/20	390.00	405.00
<b>12. <u>GODLINGSTON CEMETERY</u></b>			
<b>Garden of Rest</b>			
Cremation Plot for burial of cremated remains in casket or urn.			
(i) Exclusive Rights - for grant of right of burial for a period of one hundred years (each space in this section)	1/4/20	315.00	325.00
(ii) Interment Fees - for burial of casket or urn in plot 2' x 2':			
(a) first interment	1/4/20	170.00	175.00
(b) for each additional interment (to 4 interments)	1/4/20	170.00	175.00
(c) for additional multiple interments (2nd, 3rd or 4th interment)	1/4/20	56.00	58.00
<b>14. <u>MARKET</u></b>			
Artisans per session	NEW	NEW	12.50