

Minutes of the Meeting of the **FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 14th DECEMBER 2011** at 9.30 a.m.

PRESENT:- Councillor W.S. Trite (Town Mayor) – Chairman.

Councillor Mrs A. Patrick
Councillor S. Poultney
Councillor M.W. Pratt
Councillor G.M. Suttle
Councillor M. Whitwam

Also in attendance:-

Councillor M. Bonfield

Public Participation Time

No members of the public were present at the meeting.

1. **APOLOGIES**

There were no apologies to report for inability to attend the Meeting.

2. **DRAFT ESTIMATES 2012/13**

(a) **Income and Expenditure Report**

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

In considering the draft Estimates for 2012/13, consideration was given to the Council's current financial position and the probable out-turn for 2011/12. It was acknowledged that cost increases in the Council's major items of expenditure had largely been off-set by reductions in the cost of insurance, car park security, and health and safety services. There had also been considerable underspending in the repairs and maintenance budget, and it was agreed that this be reviewed prior to the Estimates meeting on 23rd January 2012. It was noted that savings had also been achieved through careful monitoring of wages costs and the deferred recruitment of management support staff at both the Depot and Town Hall.

Reference was then made to the reduced investment income as a result of the current economic climate, and the importance of security and liquidity above yield was re-affirmed.

The draft budget report highlighted the following matters that had been identified last year and were yet to be implemented:

- Discussions with computer service providers;
- Discussions with Swanage Railway Company regarding water usage;
- Operations Manager to risk assess cessation of cash collection and counting services for future winter seasons.

It was proposed by the Town Mayor, seconded by Councillor Mrs. Patrick, and **RESOLVED:-**

That the draft Estimates 2012/13 be approved for final consideration by the full Council on 23rd January 2012.

(b) **Grants and Donations**

It was noted that the sum of £10,000 had been included within the draft 2012/13 budgets for grants and donations under Section 137 of the Local Government Act 1972, and it was RESOLVED:-

That the Town Council maintain its annual budget of £10,000 for grants and donations under Section 137 of the Local Government Act 1972, the funds to be allocated at the Estimates Meeting on 23rd January 2012.

In response to a letter received from Dorset County Council, urgent consideration was given to the continuation of funding of the Mount Scar school crossing patrol from this source.

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

That recommend to the Estimates Meeting that the Town Council continues to contribute to the wages costs of providing the Mount Scar school crossing patrol in 2012/13.

It was further AGREED:-

That a letter be sent to Mount Scar School requesting that they fund the on-costs relating to the school crossing patrol.

It was also RESOLVED:-

That the Town Council would continue to support the Swanage Town & Community Partnership, but would not commit to making a financial contribution towards their expenses in 2012/13.

(c) **Capital Programme**

A revised draft Capital Programme had been circulated to all Members for information, prior to consideration at the Estimates Meeting on 23rd January 2012.

Arising from the above, the possible upgrade of car park machines was highlighted. During the ensuing discussion, attention was drawn to the cost of cash collection from the car park machines, and it was suggested that the withdrawal of some cash/credit card machines may encourage greater use of the RinGo facility.

It was AGREED:-

That further consideration be given to the matter at the Estimates Meeting to be held on 23rd January 2012.

It was also noted that no provision had been made in the Capital Programme for the future re-location of the Town Council's depot, but should it be necessary to progress this matter, funding could be provided from the Council's Capital Receipts Reserve.

(d) **Reserves and Balances**

It was reported that with a surplus general fund balance of £252,191 brought forward from 2010/11 and an estimated surplus of £115,150 projected for the current financial year, the Town Council should enter 2012/13 in a strong

financial position. The anticipated out-turn for 2012/13 had been subjected to a detailed risk assessment.

Consideration was given to the earmarked reserves set out in Appendix 1 of the Draft Budget Report and the importance of building these reserves to meet the extensive capital programme cost was noted.

(e) **Scale of Fees and Charges 2012/13**

Proposed by Councillor Mrs. Patrick, seconded by Councillor Poultney, and
RESOLVED:-

That the draft Scale of Fees and Charges for 2012/13 be approved for final consideration at the Estimates Meeting to be held on 23rd January 2012.

3. **TREASURY MANAGEMENT REPORT**

The Semi-Annual Treasury Report 2011/12, detailing the Council's treasury activity to 30th September 2011, was submitted for information, and the position was noted.

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

There were no matters to report at the present time.

5. **DATE OF NEXT MEETING**

It was agreed that the next meeting of the Finance and Performance Management Committee would be held on Friday, 13th January 2012 at 9.30 a.m.

The meeting concluded at 10.40 a.m.
