

**FINANCE COMMITTEE**  
**22 September 2015**

**Present:** Councillors Jones (Chairman), Draper, McIntyre, Nicholson, Swift, Upson & Westmorland.

**Apologies:** Councillor Briggs & Wootton

**2 members of the public were in attendance.**

**160 DECLARATIONS OF INTEREST**

Councillors should disclose pecuniary or non-pecuniary interest/s in any item/s on this agenda.

**The Chairman read out the following statement.** Members are referred to, and shall observe, the provisions of the Hemsworth Town Council's Code of Conduct. If a Councillor has a Disclosable Pecuniary Interest he/she must, unless a dispensation has been granted, withdraw from the meeting room and take no part in the discussion or vote. If any interest (Pecuniary or Non-Pecuniary) has not been entered in the Town Council's register then you must disclose it at the meeting and inform the Monitoring Officer within 28 days of the date of initial disclosure. Failure to abide by the provisions of the Code in regard to Disclosable Pecuniary Interests now amounts to a criminal offence.

**Councillors Nicholson & Swift declared a disclosable pecuniary interest in agenda item 06c.**

**161 MINUTES**

**RESOLVED:** that the Minutes of the meeting held on 28<sup>th</sup> July 2015 as detailed in Minute Book No. 2, 2015/2016, pages 92 – 114 and as adopted by the Town Council on 18<sup>th</sup> August 2015, be received and approved.

**162 SUB COMMITTEES**

**RESOLVED:** That the minutes of the sub committees, as detailed on pages 144 - 145 of these minutes be noted:-

Finance	13 August 2015
Finance	15 September 2015

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**163 PAYMENT OF ACCOUNTS**

**RESOLVED:** That the schedule of accounts paid as circulated to all Town Councillors and detailed on pages 146 – 179 of these minutes be adopted:-

<b>July 2015 Cheque No's 716498 to 716502</b>	<b>= £732.88</b>
<b>Write back – 2 cheques (716353 &amp; 716410)</b>	<b>= - £40.00</b>
<b>Direct debits</b>	<b>= £11,228.06</b>
<b>BACS</b>	<b>= £76,330.34</b>
Transfers	= £34,434.96
Schedule Total	<u>= £122,686.24</u>

<b>August 2015 Cheque No's 716503 to 716510</b>	<b>= £1,420.43</b>
<b>Direct debits</b>	<b>= £19,228.40</b>
<b>BACS</b>	<b>= £60,386.60</b>
Transfers	= £29,260.86
Schedule Total	<u>= £110,296.29</u>

**The Chairman signed and dated the schedules.**

**164 GRANT APPLICATIONS**

The Town Clerk reported on the following:

a. Kinsley Royal British Legion

The Clerk gave details of the application received for a grant to help towards a band and refreshments for the Remembrance Day Parade. Councillor Upson proposed £250 in line with the policy. This was seconded by Councillor Swift.

Councillor McIntyre put forward an amendment to approve £500. There was no seconder for the amendment.

**RESOLVED:** that by a unanimous vote the proposal was carried.

b. Hemsworth Elite FC

The Clerk gave details of the application received to purchase equipment for the newly formed club. Members considered the details supplied.

**It was agreed** that this application be reconsidered in 6 month's time and that they be asked to supply additional details relating to the accounts/bank statements once the club has been established.

**Councillors Nicholson & Swift having declared a disclosable pecuniary interest in the next agenda item left the room taking no part in discussions.**

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**164 GRANT APPLICATIONS - continued**

- c. Kinsley & Fitzwilliam Learning and Community Centre – Request for assistance with 3 projects including the Community Bus.

The Clerk provided an update in relation to the 3 projects and informed members that the Centre were now looking at 2 projects (Equipment for new Hairdressing training academy) and financial assistance to help with running the Community Bus as a self-drive scheme.

Members considered the details and the Clerk provided additional information on what was previously agreed at the budget meeting held in February.

Councillor Upson proposed that £5,000 be awarded for the Hairdressing project and £3,000 be approved under Section 106A Transport Act 1985 for the Community Bus project. This was seconded by Councillor Jones.

**RESOLVED:** That by a unanimous vote the proposal was carried.

**Councillors Nicholson & Swift returned to the meeting.**

**165 BUDGET 2015/16**

The Town Clerk reported on the following;

- a. Financial Regulations (11e) – approve Chairmen’s actions  
**It was agreed** that the Chairmen’s actions in relation to the purchase of new safes (Mandatory Risk Improvements by Town Council Insurers) be approved.

- b. CCLA – Property Fund – notification of interest  
**It was agreed** that the details relating to the interest received be noted.

**166 EXCLUSION OF PRESS & PUBLIC**

**RESOLVED:** That in view of the confidential nature of business to be transacted, it is advisable, in the public interest, that the public and press be excluded and they are instructed to withdraw

**167 STAFFING MATTERS**

The Town Clerk reported on the following:

- a. Sickness monitoring – All Staff  
**It was agreed** that the details provided by the Clerk on staff who had been on sick leave during the period 28 July to date be noted.

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**167 STAFFING MATTERS - continued**

b. Long term sickness – Update

The Town Clerk informed members that this matter was still on-going and that legal advice/procedures were being followed.

**It was agreed** that the information be noted.

c. Staffing review issues including the job evaluation update & annualised hours policy

The Town Clerk gave a progress report on the job evaluation exercise that was being undertaken.

The Clerk highlighted matters relating to the staffing structure and stated that the Leisure & Site Manager position still remained vacant.

The Clerk gave an update on information being collated on changes to some staffs working pattern (contractual variations) and Councillor Upson provided additional details. The Clerk informed members of the legal advice received and the steps required to consider implementing any changes.

**It was agreed** that the Managers position remains vacant until the outcome of the job evaluation exercise is completed.

**It was further agreed** that the details be noted and that the Clerk be instructed to undertake a comprehensive report taking into account the details put forward by Councillor Upson along with an evaluation exercise into the business rationale for the change. The report to be provided at a future meeting for consideration.

d. LGA Advisory Bulletin & NJC correspondence on Working Arrangements for Christmas & New Year 2015/16

**It was agreed** that the information received be noted.

**The meeting closed @ 7.50 p.m.**

Tina Pattison  
Town Clerk  
22 September 2015

Ref: FC030915