



Seaford Town Council

Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, 37 Church Street, Seaford, on Thursday 20 June 2013 at 7.00pm

Present:

Councillor B Burfield (Chairman)

Councillor M F Brown (Vice Chairman)

Councillors P Franklin, B Warren, S Dunn, A Hayder, S Gauntlett, R Needham and R E Allen.

Mrs S Shippen, Mr S Cooper, Mrs L Clark – Seaford Town Council

3 Members of the public

F&GP 1 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillors T Goodman and A White. Councillor S Dunn substitutes for Councillor T Goodman.

F&GP 2 Minutes

It was **AGREED** that the minutes of the meeting held on 18 April 2013 be **APPROVED** and were signed by the Chairman.

F&GP 3 Public Participation

Ernie Hill

Cllr Mark Brown read out the following:

"Are the committee aware that in the past I have written to Seaford Town Council and newspapers about the continued conveyor belt movement of Seaford Police Officers to other places. It now appears unfortunately that the trend of 37 Church Street has extended to Seaford Town Council as over many months the council has had the same misfortune with the in-out movement of council staff. This is of great concern not just to myself. I would like a written reply when convenient about this council staff concern.

As the Council Committee deals with staff matters, perhaps another concern could be looked into about the delayed written reply from a previous question 21/03/13 and repeat reply request on 23/05/13 regarding Community Services Committee of which no reply has ever been received.

A letter dated 15/03/13 with question for 21/03/13 was sent to Mrs S Shippen.

Town Clerk With regards to the movement of staff, it would not be appropriate to write a response as the staff resigned and were not dismissed and it would be wrong to second guess why. In regards to replying to the letter, this was originally passed to Donna Parkes who has now left and the letter has since gone astray. A written reply will be sent from the meeting of 23/05/13.

K Blackburn Asked if when considering agenda item 5(b), the Committee would approve the carry forward of the unspent Tree Warden Budget of £671 as tree planting was halted whilst discussion took place with the Council to resolve unspent Community Tree Planting. It is hoped to resume planting soon.

B Gower Asks if Ian White is ex-officio or member of the committee. Also whether there a figure can be given with regards to Item 7

Town Clerk Ian White is a member of the committee

Chairman With regards to Item 7, there will be no surcharge at this time as stated in 1.1 of the report.

F&GP 4 Finance Report

F&GP 4.1 Receipts, Payments and Bank Reconciliation Reports for March and April 2013

Members considered report 35/13.

It was **AGREED** to **NOTE** the information contained in the report.

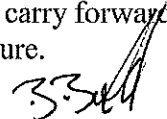
F&GP 4.2 Finance Report.

Members considered report 36/13.

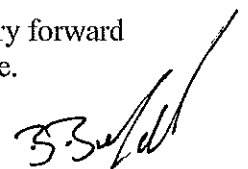
F&GP 4.2.1 It was **AGREED** to **APPROVE** taking £94 from the projects reserve to cover the amount spent in excess of projected outturn.

F&GP 4.2.2 It was **AGREED** to **APPROVE** the carry forward unspent amounts for building maintenance £2,160; grounds maintenance non-contract £3,177.

F&GP 4.2.3 It was **AGREED** to **APPROVE** the carry forward of £193 for an Arts@theCrypt brochure.



- F&GP 4.2.4** It was **AGREED** to **APPROVE** the carry forward to an earmarked reserve of £120 for future memorial bench maintenance.
- F&GP 4.2.5** It was **AGREED** to **APPROVE** the carry forward of £2,932 unspent for CCTV equipment maintenance/replacement.
- F&GP 4.2.6** It was **AGREED** to **APPROVE** the carry forward of £2,857 to an earmarked reserve in respect of underspend / additional income for Christmas lights.
- F&GP 4.2.7** It was **AGREED** to **APPROVE** the carry forward of the income £1,569 for the physical activity project.
- F&GP 4.2.8** It was **AGREED** to **APPROVE** the carry forward of unspent Members training budget £1,059 to a Vision Plan reserve.
- F&GP 4.2.9** It was **AGREED** to **APPROVE** the carry forward of the amounts unspent from the Administration stationery and office equipment budget £1,840 to the equipment reserve.
- F&GP 4.2.10** It was **AGREED** to **APPROVE** the virement of £1,696 from Golf Course professional fees to F&GP professional fees.
- F&GP 4.2.11** It was **AGREED** to **APPROVE** the carry forward of the unspent balance of election budget £722 to the Election reserve.
- F&GP 4.2.12** It was **AGREED** to **APPROVE** the carry forward of unspent Church Street Service Charge budget £7,502 to Church Street Service Charge reserve.
- F&GP 4.2.13** It was **AGREED** to **APPROVE** a virement of £305 from the building maintenance pool in Community Services Committee to Hurdis House in F&GP.
- F&GP 4.2.14** It was **AGREED** to **APPROVE** the carry forward of £800 staff training for the Golf Course.



F&GP 4.2.15 It was **AGREED** to **APPROVE** the carry forward of £56,351 to the Golf Course reserve to fund fitting out the new Clubhouse.

F&GP 4.2.16 It was **AGREED** to **APPROVE** the carry forward of the unspent Grit Bin budget £3,500 to Grit Bin reserve.

F&GP 4.2.17 It was **AGREED** to **NOTE** the balance of the report

F&GP 4.2.18 It was **AGREED** to **APPROVE** the carry forward of the unspent budget for the Tree Warden's budget of £671 to an earmarked reserve.

The Vice Chairman commented that the Committee should spend the revenue budget in the year applied and not be seeking carry forward.

F&GP 4.3 Finance Report

Members considered report 37/13.

It was **AGREED** to **NOTE** the report

F&GP 5 Internal Audit Report

It was considered report 38/13

F&GP 5.1 It was **AGREED** the actions outlined in Section 2 of the report.

F&GP 5.2 It was **AGREED** to **NOTE** the Internal Auditor's report.

The Vice Chairman commented that the future auditor reports should be approved by the F&GP Committee before they are presented to the Council.

The Town Clerk advised that this can be looked into for next year but there may be a timing issue.

F&GP 6 VAT Return

Members considered report 39/13.

It was **AGREED** to **DIRECT** the RFO to make such changes to operating procedures as necessary, to ensure statutory and policy requirements are met in a timely manner.

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F&GP 7 Local Council Advisory Service Seminar

Members considered report 40/13

F&GP 7.1 It was **AGREED** to **APPROVE** the attendance of the Town Clerk, Projects and Facilities Manager at the seminar.

F&GP 7.2 It was **AGREED** to **NOMINATE** Councillors S Dunn and R Needham to attend the seminar.

F&GP 8 Staff Matters

Members considered report 41/13.

F&GP 8.1 It was **AGREED** to **NOTE** the resignation of Mr S Cooper from the post of Corporate Services Manager.

F&GP 8.2 It was **AGREED** to **ENDORSE** the actions of the Town Clerk in securing an independent staffing review.

F&GP 8.3 It was **AGREED** to **DELEGATE** responsibility to the Personnel Sub-Committee to review and agree the staffing structure and associated documentation.

F&GP 9 SALC Chairmanship Briefing Session

Members considered report 43/13.

It was **AGREED** that Members who are currently or may become Mayor or Committee Chairman attend the session should they wish to do so.

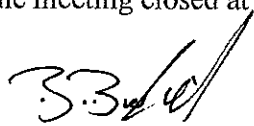
F&GP 10 Training Reports

Members considered report 44/13.

It was **AGREED** to **DELEGATE** authority to the Town Clerk to make an application for funding should further pilots be announced for Neighbourhood Community budgeting, subject to discussion with the Leader and Deputy Leader of the Council.

It was **AGREED** to **NOTE** the report.

The meeting closed at 7.54pm


Councillor B Burfield
Chairman

22-AUG-2013

