

Minutes of the Meeting of the **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **WEDNESDAY, 25<sup>th</sup> JULY 2018** at 9.30 a.m.

PRESENT:- Councillor M.P. Bonfield (Mayor) – Chairman.

Councillor G. Green  
Councillor A. Harris  
Councillor T. Morris  
Councillor M. Whitwam

Also in attendance:-

Dr M. Ayres – Town Clerk  
Miss A. Spencer – Finance Officer  
Mr S Morgan – Finance Assistant

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 Bishop, Finch and Whitwam.

2. **DECLARATIONS OF INTEREST**

Members were invited to declare their interests and consider any requests for Grants of Dispensations in accordance with paragraphs 9 – 13 of the Council's Code of Conduct and regulations made under chapter 7 of the Localism Act 2011.

There were no declarations to record on this occasion.

3. **BUDGET REPORT – INCOME AND EXPENDITURE ACCOUNT AND TREASURY REPORT 2018/19**

Consideration was given to a report setting out the principal sources of the Town Council's income and expenditure for the 1<sup>st</sup> quarter of the 2018/19 financial year.

It was reported that at the end of the 1<sup>st</sup> quarter of the financial year there was a variance on the budgeted net expenditure of £102k. This was attributable to variances seen in under spends on employee costs, higher than anticipated income from car parking and investments and the deferment of several items of one-off expenditure.

The Budget Report and commentary on the Council's financial activity was received and noted.

4. **CAPITAL PROGRAMME MONITORING REPORT**

A Capital Programme Monitoring Report for the 1<sup>st</sup> quarter of 2018/19 was submitted for information. It was noted that four projects brought forward from 2017/18 had been completed during the 1<sup>st</sup> quarter of the financial year with two other brought-forward projects expected to be completed imminently. It was further noted that the bandstand replacement project had been accelerated to the current financial year from the original timeframe of 2019/20, with a budget of £50,000 for the bandstand and surrounding amphitheatre. The Town Clerk highlighted the need to liaise with officers at the principal authorities with regards to moving forward project ref: 2b, the replacement of the Parade railings.

The Capital Programme Monitoring Report was received and noted.

5. **GENERAL DATA PROTECTION REGULATIONS-TO RECEIVE VERBAL UPDATE ON COMPLIANCE AND NOTE PUBLICATION OF PRIVACY NOTICE**

The Town Clerk updated committee members on the steps that officers had taken to comply with the General Data Protection Regulations that came into force on 25<sup>th</sup> May 2018. It was reported that the Council's updated Privacy Notice had been published online.

It was noted that although changes had been introduced by the Data Protection Act 2018 to the registration process with the Information Commissioner's Office, a small fee was still payable annually by the Town Council. It was further noted that town and parish councils had been exempted from the requirement to appoint a Data Protection Officer, and therefore the Town Council would not be making such an appointment at the current time. The question of whether individual councillors were required to register was raised. This would be investigated and the outcome reported to members at a future meeting.

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

There were no items of information or matters for forthcoming Agendas to record at the present time.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Town Mayor, seconded by Councillor Green, 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 item 7 (in relation to legal and contractual matters).

7. **REVIEW OF COUNCIL PRIORITIES AND PROJECTS**

A schedule of Council Priorities and Projects was submitted, for information. The Town Clerk reported to Members that two projects had been completed since the last report and that several projects/legal agreements were pending completion. The Town Clerk also gave a summary report on outstanding issues and the priorities for the forthcoming months and the following items were noted:-

- MCA building and toilets - the importance of finalising the agreement in respect of the Coastguard building and toilet facilities at North Beach was noted.
- Market - a working party consisting of the Mayor, Deputy Mayor and Chairman of the Tourism Committee was appointed and agreed to meet in early September. A report would be made to a forthcoming Council Meeting.
- Boat Park - to review the functionality of the boat park and to undertake a debrief after the summer season.
- Staffing structure - to review and hold a Personnel Committee meeting.
- Social Housing - CLT deemed the best vehicle to move this forward, potentially with support from the new Purbeck Strategic Board.
- Seabreeze Restaurant Gated Area - to address outstanding issues.
- Swanage Sea Defence - awaiting a decision on funding from the Coastal Communities Fund.

8. **DATE OF NEXT MEETING**

It was noted that the next meeting of the Policy, Finance and Performance Management Committee would be held on Wednesday, 31<sup>st</sup> October 2018.

The meeting concluded at 10.20 a.m.

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