

Minutes of the Meeting of the **POLICY, FINANCE AND PERFORMANCE MANAGEMENT COMMITTEE** held at the Town Hall, Swanage on **TUESDAY, 13<sup>th</sup> MARCH 2018** at 10.00 a.m.

PRESENT:- Councillor G. Green (Deputy Mayor) – Chairman.

Councillor J. Bishop  
Councillor C. Finch  
Councillor T. Morris  
Councillor M. Whitwam

Also in attendance:-

Councillor W. Trite (from 10.40)  
Dr M. Ayres – Town Clerk  
Miss A. Spencer – Finance Manager

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 Bonfield and Harris.

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. **INTERNAL AUDIT REPORT 2017/18 – VISITS 3 & 4 OF 6**

The Clerk presented the second interim Internal Audit Report for the year 2017/18 prepared by Darkin-Miller – Chartered Accountants.

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

- Payments
- Risk Management
- Budgetary Control
- Income, with specific focus on:
  - (a) Beach Gardens
- Petty Cash
- Payroll

Members noted that two high, one medium and four low priority recommendations had been made. The management response and implementation dates were noted.

It was proposed by the Deputy Mayor, seconded by Councillor Bishop, and **RESOLVED UNANIMOUSLY:-**

That the second interim Internal Audit Report for the 2017/18 financial year be accepted.

4. **BUDGET REPORT – INCOME AND EXPENDITURE ACCOUNT AND TREASURY REPORT 2017/18**

Consideration was given to a budget report detailing the Council's income & expenditure to 31<sup>st</sup> December 2017, noting any significant variances.

Overall there was a surplus on the general fund of £426k against a budgeted surplus of £293k, resulting in a positive variance of £133k year to date. With additional approved expenditure in the 4<sup>th</sup> quarter, a revised year-end outturn surplus of £45k was now being projected against a budgeted surplus of £26k.

The Budget Report and Council's financial activity was noted.

5. **TREASURY REPORT AND REVIEW OF INVESTMENT PORTFOLIO 2017/18**

It was reported that the Council's long term investments had performed well year to date. It was noted that £1.2m was currently held in the Council's deposit account with Lloyds and that significant funds would soon be used to finance the Council's capital programme. It was further noted that the Council's investment with CCLA may need to be partially redeemed in the autumn, in order to re-balance the Council's portfolio.

The Treasury Report and Portfolio were noted.

6. **CAPITAL PROGRAMME MONITORING REPORT**

The Capital Programme Monitoring Report was submitted for information. It was noted that several of the projects were complete, with the public conveniences and boat park projects having commenced but with works likely to continue into the next financial year. It was further noted that the Depot purchase was now programmed for April 2018 and the Clerk updated the Committee on its progress. Concern was expressed at the lack of progress being made with the installation of skate park equipment.

The Capital Programme Monitoring Report was noted.

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

None.

**EXCLUSION OF PRESS AND PUBLIC**

Proposed by the Deputy Mayor, seconded by Councillor Morris, 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 8, 9, 10 and 11 (in relation to legal and contractual matters).

8. **ANNUAL REVIEW OF RISK REGISTER**

Detailed consideration was given to the Council's Corporate Risk Register, in accordance with the requirements of paragraph 5.98 of the *Practitioners' Guide*. 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 additions and amendments were raised during the discussion:

<b>Financial Risks</b>	
Car park revenue is below budget resulting in inability to fund Council's services	Note review of pricing structure completed prior to budget setting for 2018/19 and review of car parking order to be undertaken by June 2018 (TH1 & TH3)
Failure to collect income due	Note policy on sundry debtors adopted July 2017 (TH3)
Insurance cover inadequate leading to financial loss	Note annual review completed February 2018 and tender awarded March 2018 (TH1 & 3)
Add risk: Local Government Reorganisation leads to unplanned devolution of service(s) to Town Council	Earmarked Reserve established to hold emergency funds to support any such service (TH3)
<b>Compliance Risks</b>	
Replace reference to Data Protection Act with reference to General Data Protection Regulations	Implementation plan drawn up to ensure compliance by 25 <sup>th</sup> May 2018 (All managers) Review of related policies – ongoing (TH1)
Councillors fail to comply with Model Code of Conduct	Code of Conduct to be reviewed in comparison with District Council's Code by 30 <sup>th</sup> September 2018 (TH1)
Add risk: Failure to implement Bathing Water Regulations	New Bathing Water Regulations implementation plan to be introduced by 30 <sup>th</sup> June 2018 (TH1)
Add risk: Failure to comply with Health & Safety Policy	Although H&S policy referred to under operational risks, emphasise need to ensure compliance by including it in this section, with reference to regular staff training and review of risk assessments (TH1 & OPS1)
<b>Operational Risks</b>	
Add risk: Failure to respond adequately to a community emergency	Ensure an appropriate community emergency plan is adopted (currently being developed by the Civil Contingencies Unit), that trained staff and volunteers are available on a call out rota and that an emergency contact system is in place (TH1, OPS1)

During discussion of compliance with data protection legislation, an update was provided on preparations for the implementation of the General Data Protection Regulations, which would come into force on 25<sup>th</sup> May 2018. It was noted that a team of officers were currently working on an implementation plan, which had been broken down into a two-stage process. The first stage was to identify how all personal data was held by the Council and to ensure compliance with the regulations by the deadline; the second stage was to draw up policies and procedures to facilitate the exercise of the public's new rights that are to be introduced by the legislation.

It was noted that some risks would always be ongoing, as these were day to day risks faced by the Council. The Town Clerk was requested to update the document as agreed and review the deadlines for actions prior to the next Council meeting.

It was proposed by Councillor Finch, seconded by Councillor Morris, and  
RESOLVED UNANIMOUSLY:-

**TO RECOMMEND:**

That the amended Corporate Risk Register for 2018/19 be adopted.

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

An updated schedule of Council Priorities and Projects was submitted for information, including updates on ongoing legal matters. During the ensuing discussion, the following items were highlighted:-

- In respect of the artificial Bowling Green project it was agreed that a meeting of the Sports Facilities Working Party should be convened to consider a grant application that had been submitted by Swanage Bowling Club.
- The Fishermen's Slipway project would be added to the list of Council projects as Council officers were working with the Dorset Coast Forum to develop this proposal.
- In respect of the review of the Council's staffing structure, it was noted that it was planned to complete the review of the Town Hall administration section within three months. It was also noted that forthcoming changes in the Depot workforce would make a review of that department's staff structure a matter of some urgency.
- Disappointment was expressed at the difficulties encountered in taking forward the provision of social housing. It was noted that keyworker housing may form part of the remit of a newly established Purbeck Strategic Board.
- The importance of Sea Defence/Beach Recharge projects was noted in light of recent storms. It was noted that some progress was being made in respect of developing a bid to the Coastal Communities Fund to improve flood defences in the vicinity of the Stone Quay.
- It was agreed that the following matters should be removed from the list: Beach Gardens Service Review (due to the new approach taken by the Visitor Services Manager); Museum and Visitor Centre Project (proposals having been shelved by the Museum and Development Trust) and Potential Supermarket Redevelopment (Due to a lack of progress over a two-year period).

10. **SCHEDULE OF DEBTORS**

A schedule of outstanding accounts was submitted for consideration, together with verbal information relating to the Aged Debtors Analysis (Summary). The charging of individual teams for football pitch hire was discussed, with many small debts having been registered. It was suggested that an alternative charging method be implemented for the next season, which was administratively less burdensome.

It was proposed by the Deputy Mayor, seconded by Councillor Bishop, and **RESOLVED UNANIMOUSLY:-**

That three aged debts totalling £962.75 be written out, on the understanding that the debtors will still be pursued for full payment and that an alternative charging/payment method for football pitch hire be implemented for the next season.

11. **INSURANCE**

(a) **Claims Update**

Members were informed that there was one ongoing insurance claim, a public liability claim brought against the Council, which was due to be heard at the County Court imminently.

(b) **Award of Tender**

Members considered a Briefing Note that had been circulated prior to the meeting which set out the response to a tender exercise in respect of the Council's insurance cover. The tender had been advertised on the Contracts Finder website, in line with the Public Contracts regulations. It was noted that significant savings would be seen by entering into a three year agreement rather than the current one year agreement.

Following a brief discussion it was proposed by Councillor Bishop, seconded by Councillor Morris and RESOLVED UNANIMOUSLY:-

**TO RECOMMEND:**

That option 1, a 3 year agreement (All Risk excess of £100) with Zurich Municipal be approved.

12. **DATE OF NEXT MEETING**

It was noted that the next meeting of the Policy, Finance and Performance Management Committee was scheduled to be held at 9.30 a.m. on Wednesday, 25<sup>th</sup> July 2018.

The meeting concluded at 11.25 a.m.

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