



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 19 December 2013 at 7.00pm

Present:

Councillor B Burfield (Chairman)

Councillor M Brown (Vice Chairman)

Councillors S Adeniji, R Allen, S Dunn, T Goodman, S Gauntlett, A Hayder, R Needham and L Wallraven.

Mrs S Shippen, Mrs L Clark and Ms E Harvey – Seaford Town Council

2 members of the public.

F&GP 29 Apologies for Absence and Declaration of Substitute Members

Apologies for absence were received from Councillor P Franklin and Councillor B Warren. Councillor P Franklin was substituted by Councillor S Dunn and Councillor B Warren was substituted by Councillor L Wallraven.

F&GP 30 Minutes

It was **AGREED** that the minutes of the meeting held on **24 October 2013** be **APPROVED** and were signed by the Chairman.

F&GP 31 Public Participation

Mr Gower In the absence of the Town Clerk, who has been officially appointed by Seaford Town Council to take charge?

Town Clerk Seaford Town Council has a Management Team; Support Services Manager, Projects & Facilities Manager and Golf Professional. These Managers are available to handle any issues that may arise in the absence of the Town Clerk. In cases of extreme emergency these managers and group leaders are able to contact the Town Clerk if required.

Mr Hill Can Seaford Town Council advertise an 'out of hours' telephone number for staff to handle emergencies?

Town Clerk Seaford Town Council does not provide any Council services that are required out of hours for emergencies or pay any staff for out of hours coverage. All emergency services, Lewes District Council and East Sussex County Council have the Town Clerk's telephone number if contact is needed in an emergency situation.

F&GP 32 Finance Report

F&GP 32.1 Receipts, Payments and Bank Reconciliation Reports for October and November 2013

Members considered report 121/13.

It was **AGREED** to **APPROVE** the information contained in report 121/13.

F&GP 32.2 Finance Report – Income & Expenditure 1/4/13 - 30/11/13

Members considered report 122/13.

It was **AGREED** to **APPROVE** report 122/13.

F&GP 33 Scale of Fees 2014-2015

Members considered report 124/13.

It was **AGREED** to **APPROVE** the fees proposed for the use of Council facilities as shown in Appendix A of report 124/13 during 2014-15.

F&GP 34 Staff Salary Scales

Members considered report 125/13.


It was **AGREED** to **APPROVE** the proposed salary scales detailed in report 125/13 for 2014-15 subject to staff members attaining a satisfactory annual appraisal.

F&GP 35 Budgets 2104-15

F&GP 35.1 Finance & General Purposes Committee

Members considered report 126/13

F&GP 35.1.1 It was **AGREED** to **APPROVE** an increase in the Administration/Professional fees budget of £15,000 to allow for a condition survey to be carried out in the 2013/14 financial year.



F&GP 35.1.2 It was **AGREED** to **DELGATE** authority to the Town Clerk to commission a condition survey of all council assets as soon as practical.

F&GP 35.1.3 It was **AGREED** to **DELEGATE** to the Chairman and Vice Chairman of this Committee the authority to agree a final Committee budget for 2014-15 with the Town Clerk and Support Services Manager, taking into account the comments of this Committee.

F&GP 35.2 Community Services Committee

Members considered report 127/13 and a revised Appendix A

F&GP 35.2.1 It was **AGREED** that the Planning & Highways cost centre be transferred to the Community Services Committee budget.

F&GP 35.2.2 It was **AGREED** to **APPROVE** the draft outturn Community Services Committee budget for 2013-14 of £190,664, subject to any changes agreed prior to that meeting in accordance with the Community Services Committee delegation.

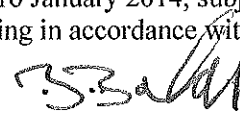
F&GP 35.2.3 It was **AGREED** to **APPROVE** the draft budget request of the Community Services Committee for 2014-15 of £212,747 to be forwarded to Council on 16 January 2014, subject to any changes agreed prior to that meeting in accordance with the Community Services Committee delegation.

F&GP 35.3 Golf Committee

Members considered report 128/13

F&GP 35.3.1 It was **AGREED** to **APPROVE** the draft outturn Golf Committee budget for 2013-14 of -£39,931, subject to any changes agreed prior to that meeting in accordance with the Golf Committee delegation.

F&GP 35.3.2 It was **AGREED** to **APPROVE** the draft budget request of the Golf Committee for 2014-15 of -£25,709 be forwarded to Council on 16 January 2014, subject to any changes agreed prior to that meeting in accordance with the Golf Committee delegation.



F&GP 36 Staff Matters Update

Members considered report 123/13. New Staff were welcomed by the Committee.

- F&GP 36.1** It was **AGREED** to **APPROVE** the minutes of the Personnel Sub-Committee held on 11 November 2013 to be signed by the Chairman, Councillor I White.
- F&GP 36.2** It was **AGREED** to **NOTE** that Miss Alice Alderton has now left her employment with Seaford Town Council.
- F&GP 36.3** It was **AGREED** to **ENDORSE** the actions of the Support Services Manager in progressing the filling of the Apprentice Administration Assistant Vacancy.
- F&GP 36.4** It was **AGREED** to **ENDORSE** the appointment of Miss Rachel Beard as Apprentice Administration Assistant.
- F&GP 36.5** It was **AGREED** to **ENDORSE** the appointment of Mrs Elizabeth Harvey as Administration Assistant (Finance & Administration).

F&GP 37 Tree Wardens Earmarked Reserve

Members considered report 129/13.

It was **AGREED** to **APPROVE** the transfer of £400 from the General Reserve to the Tree Wardens Earmarked Reserve.

F&GP 38 Future of Local Audit Consultation

Members considered report 130/13.

It was **AGREED** to **APPROVE** the draft submission tabled by the Town Clerk which will be filed with the minutes of this meeting.

The meeting closed at 19.50



27-FEB-2014.

Councillor B Burfield (Chairman)