



Seaford Town Council

Finance & General Purposes Committee

Minutes of the meeting of the Finance & General Purposes Committee held at the Council Chamber, Church Street, Seaford, on Thursday 16th October 2014 at 7.00pm

Present:

Councillor M Brown (Vice Chairman)

Councillors S Adeniji, S Dunn, P Franklin, S Gauntlett, L Lord and R Needham.

Councillors R Allen (ex-officio).

Mr J Corrigan, Interim Town Clerk, Seaford Town Council.

Mrs Lucy Clark, Supports Services Manager, Seaford Town Council.

Ms Elizabeth Harvey, Finance Administration Assistant, Seaford Town Council (Minutes).

3 Members of the public.

F20/10/14 Apologies

Apologies for absence were received from Councillors B Burfield, A Hayder and Councillor A Latham.

F21/10/14 Disclosure of Interests

No declarations were made of discloseable pecuniary interests or interests other than pecuniary interests as defined under the Seaford Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

F22/10/14 Public Participation

No questions from public participation.

F23/10/14 Finance Report

F23.1 Receipts, Payments and Bank Reconciliation for August & September 2014

Members considered report 131//14

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

**F23.2 Finance Report – Income & Expenditure
01/04/2014 – 31/09/2014**

Members considered report 132/14

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

F24/10/14 2015-16 Budget Framework and Timetable

F24.1 Members considered report 133/14

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

F25/10/14 To Seek approval to write off a historical debt

F25.1 Members considered report 130/14

It was **PROPOSED** and **AGREED** to take appropriate steps to pursue and recover the outstanding debt owed. Costs of up to £250.00 were set to undertake this task.

It was **NOTED** that a payment arrangement or instalment plan could be offered to the debtor if required to reclaim the debt.

F26/10/14 To note the estimated costs for the 2015 Town and Parish Council Elections

F26.1 Members **NOTED** report 127/14

It was **NOTED** the maximum costs would be £24,200.

F27/10/14 Exclusion of the Press and public

It was **RESOLVED** that in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during the discussion on items 9 and 10 of the agenda as the items concern confidential Council matters.

F28/10/14 Recovery of Outstanding Debt

F28.1 Members considered report 130/14

It was **NOTED** that an overpayment of £1,153.64 is outstanding.

It was **PROPOSED** and **AGREED** that the recovery of this overpayment is **DEFERRED** until a decision is known from any potential employment tribunal case that may be undertaken against Seaford Town Council.

F29/11/14 Surplus Time off in Lieu and consideration of increasing contract hours of Town Clerk PA

F29.1 Members considered report 128/14

It was **APPROVED** to pay in lieu the surplus TOIL.



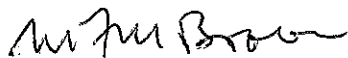
F29.2

It was **NOTED** that the Council has a shortage of staff resources and that the Town Clerks PA's wishes to increase her hours of work.

It was **PROPOSED** and **AGREED** that an increase of 2 hours extra per day be allowed on the Town Clerks PA current contracted daily hours; showing an average day worked would be 9 hours. This has been awarded for three days per week that the current post holder works.

This amendment is on a trial basis for 6 months and the committee will review at the end of this time, unless Town Clerks PA wishes to bring it back to this committee beforehand. This trial period is to start on Monday 3rd November 2014 and finish on Friday 3rd April 2014.

The meeting closed at 8.15 pm



Cllr Mark Brown
Vice Chairman