



## 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 28 February 2013 at **7.00 pm**.

**Present:**

Councillor S Adeniji (Chairman)

M F Brown, R E Allen, B Burfield, P Franklin, T Goodman, A Hayder, L Wallraven, and I White.

Mrs S Shippen, Mr S Cooper, Mrs D Parkes – Seaford Town Council.

2 Members of the public.

**F&GP 45 Apologies for Absence and Declaration of Substitute Members**

Apologies for absence were received from Councillor S Gauntlett. Councillor R E Allen substituted for Councillor Gauntlett.

**F&GP 46 Minutes**

Members **AGREED** that the minutes of the meeting held on 20 December 2012 be **APPROVED** and were signed by the Chairman.

**F&GP 47 Public Participation**

*Mr Gower congratulated the Town Clerk on achieving her Fellowship within the Institute of Local Council Management.*

*Mr Gower advised that Councillor Latham's name was missed off the distribution list.*

*Mr Gower noted that the Golf Course Committee agenda for the meeting to be held on 4 December refers to expenditure on the clubhouse totalling £1,792,000 but the Council meeting on 27 November report referred to construction costs of £1,717,000 and did not mention other fees.*

*The Town Clerk replied that the November report clearly indicates that the £1,717,000 for construction costs did not include repairs to the Greenkeepers shed and the clubhouse fit-out and identified how these items will be funded. The £1,792,000 includes these two items. The proposed appointment of a Chartered Surveyor to provide independent scrutiny of payments to be made under the contract is suggested as a response to questions asked by Councillors at the November meeting. It is for the Council to decide whether or not they wish to take independent advice.*

*Mr Brown commented that repairs to Hope Gap Steps are needed and asked about funds being held by LDC for that purpose.*

*The Town Clerk informed Mr Brown that this was a matter for the Community Services Committee not Finance & General Purposes Committee, in accordance with Seaford Town Council Public Participation Policy, copies of which are in the public gallery.*

**F&GP 48 Finance Report**

**F&GP 48.1 Receipts, Payments and Bank Reconciliation for November, December 2012 & January 2013**

Members considered report 161/12 detailing receipts, payments and the bank reconciliation for November, December 2012 & January 2013.

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

**F&GP 48.2 Income and Expenditure for the period 1 April 2012 to 31 January 2013.**

Members considered report 162/12 regarding Council income and expenditure compared to budget for the period 1 April 2012 to 31 January 2012.

**F&GP 48.2.1** It was **AGREED** to **APPROVE** a Virement of £2,376 from the Grants budget in F&GP to the Salts equipment purchase in Community Services budget.

**F&GP 48.2.2** It was **AGREED** to **NOTE** the contents of the report.

**F&GP 49 Review of Internal Controls 2012-13**

Members considered report 163/12.

It was **AGREED** to **APPROVE** the review of Internal Controls for 2012-13 as detailed at Appendix A of report 163/12.

**F&GP 50 Financial Risk Assessment**

Members considered report 164/12.

It was **AGREED** to **APPROVE**, the Financial Risk Assessment as attached at Appendix A of report 164/12.

**F&GP 51 Risk Management Plan – Annual Review**

Members considered report 160/12.

It was **AGREED** to **APPROVE** the Risk Management Plan for 2013 as attached in Appendix A of report 160/12.

## **F&GP 52 Grant Funding Allocations**

Members considered report 169/12.

It was **AGREED** to **APPROVE** funding allocations to Seaford in Bloom £4,786, Dial a Ride £4,428 and Seaford Youth Forum £2,000 to commence in April 2013.

## **F&GP 53 Grant Applications for 2013-14**

Members considered report 167/12.

**F&GP 53.1** It was **AGREED** to **APPROVE** the Grant Application Process as set out in report 167/12.

**F&GP 53.2** It was **AGREED** to **APPROVE** the Grant Application Form for grants up to £500 as attached at Appendix A of report 167/12.

**F&GP 53.2** It was **AGREED** to **APPROVE** the Grant Application Form for grants in excess of £500 as attached at Appendix B of report 167/12.

**F&GP 53.4** It was **AGREED** to **APPROVE** the allocation of £8,000 for grants in excess of £500.

## **F&GP 54 NALC Putting Communities First Conference**

Members considered report 166/12.

It was **AGREED** that Councillor P Franklin and the Town Clerk attend the NALC Putting Communities First Conference on 6 June 2013.

## **F&GP 55 SALC Chairmanship Training Course**

Members considered report 168/12.

It was **AGREED** that Members who are currently or may become Mayor or Committee Chairman attend the course on 6 March 2013 should they wish to do so.

## **F&GP 56 Staff Matters**

**F&GP 56.1 Successful Completion of Probationary Period – Administration Assistant (Facilities)**

Members considered report 165/12

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

**F&GP 56.2 Institute of Local Council Management – Fellow**

Members considered report 170/12

It was **AGREED** to **NOTE** the information in the report. Members also congratulated the Town Clerk on her achievement.

**F&GP 56.3 Approval of Personnel Sub-Committee Minutes**

Members considered report 173/12.

It was **AGREED** to **APPROVE** the minutes of the Personnel Sub-Committee meeting held on 17 December 2012. The minutes were signed by the Sub-Committee Chairman.

**F&GP 56.4 Approval of Disciplinary Sub-Committee Minutes**

Members considered report 174/12

It was **AGREED** to **APPROVE** the minutes of the Disciplinary Sub-Committee held on 8 January 2013. The minutes were signed by the Sub-Committee Chairman.

**F&GP 56.5 Administration Assistants**

Members considered report 171/12

**F&GP 56.5.1** It was **AGREED** to **NOTE** the resignation of Mrs P Woolven.

**F&GP 56.5.2** It was **AGREED** to **ENDORSE** the actions of the Town Clerk to fill the position.

**F&GP 56.5.3** It was **AGREED** to **NOTE** the movement of Mrs D Parkes from Administration Assistant (Finance and Administration) to Administration Assistant (Corporate).

**F&GP 56.5.4** It was **AGREED** to **NOTE** the appointment of Mrs L Clark as Administration Assistant (Finance and Administration)

**F&GP 56.6 Head Greenkeeper**

Members considered report 172/12

**F&GP 56.6.1** It was **AGREED** to **NOTE** the resignation of Mr J Linscer.

**F&GP 56.6.2** It was **AGREED** to **ENDORSE** the actions of the Town Clerk to fill the position.

**F&GP 56.6.3** It was **AGREED** to **NOTE** the appointment of Mr N Stephens as Head Greenkeeper.

The meeting closed at 19.55 pm

Councillor S Adeniji  
Chairman

