Council Offices, Commercial Road, Weymouth, Dorset, DT4 8NG

01305 239839 - office@weymouthtowncouncil.gov.uk

Councillors nominated to the Finance & Governance Advisory Meeting are hereby invited to attend the following meeting. Please inform the Clerk if you are unable to attend. This meeting will recommend action to the Town Clerk and is not in itself a decision-making meeting.

**NOTICE OF MEETING**

**MEETING:**  Finance and Governance Advisory Meeting

**DATE & TIME**: Wednesday 21st July 2021 at 7.00pm

**PLACE:**  Zoom

This is a meeting in public, not a public meeting. Due to the current restrictions in place the Council is unable to meet in person and so will be meeting virtually. Members of the public can view the meeting live on the Council’s Facebook page [www.facebook.com/WeymouthWTC](http://www.facebook.com/WeymouthWTC)

Anyone wishing to attend or ask a public question should do so by email to [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk) by 9am on the day prior to the meeting if possible.

A close up of a logo

Description automatically generatedAgenda and papers are available at [www.weymouthtowncouncil.gov.uk](http://www.weymouthtowncouncil.gov.uk)

J L Biscombe, FSLCC, CiLCA

Town Clerk 15 July 2021 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Agenda

1. Welcome by the Chair
2. Apologies for Absence and Substitutions
3. Declarations of Interest
4. Councillor questions
5. Public questions
6. Grant Applications
7. Q1 Finance Report
8. Lennox Street Store
9. Information items

* Weymouth 450 grants update
* Catering Services Mobilisation Update
* Actions from the last meeting
* Forward Plan

1. Exclusion of the press and public
2. Confidential Item: Bad Debts

## Welcome by the Chair

## Apologies for Absence and Substitutions

To approve any apologies received.

## Declarations of Interest

To receive Councillor Declarations of Interest in matters on the agenda.

## Councillor’s Question Time

The following question has been submitted by Cllr Dickenson:

**“With the news that Weymouth College will no longer be running the Redlands site in the near future, will you instruct the income generation working group to look at the possibility of Weymouth Town Council taking the Redlands site on? This is an amenity that must not be lost to the people of Weymouth.”**

Cllr Dickenson’s question was presented to the July Services Committee but it was considered appropriate that the Finance and Governance Committee should consider this as it is this Committee that has oversight of all Council financial and leasing matters. The Income Generation Group also reports to this Committee.

## Public Question Time

Questions referring to the work of Dorset Council or other partner agencies will not be taken at this meeting.

No questions have been received to be included with the agenda despatch. Members of the public are able to ask a public question up until 9am on the day before the meeting date by emailing [office@weymouthtowncouncil.gov.uk](mailto:office@weymouthtowncouncil.gov.uk) .

The length of time available for public questions will be determined by the Chairman.

## Grant Applications

The following applications have been received and are attached to this agenda at Appendix A, along with a copy of the agreed Grants Policy for 21/22 (Appendix B):

### Westham Community Group

ParkPlay is a relatively new organisation. It is similar to ParkRun but with free family play sessions led by volunteers potentially at The Marsh on a Saturday morning. The organised play sessions are intergenerational catering for all ages and abilities without any requirement for fitness. It is for residents local to Weymouth and is free to all taking part. See <https://park-play.com/>

The games are led by a ParkLeader who will arrange activities such as dodgeball, frisbee, scavenger hunts, quick cricket and much more. To establish PlayPark, £5,000 needs to be secured to fund the role of PlayLeader for the first year. A PlayLeader will play a key role in the local park, as they will be the driving force who are responsible for engaging and ensuring the enjoyment and wellbeing of local people. The purpose of this application is to secure monies to part fund this role.

**Project cost:** £5,000.00

**Application amount:** £2,000.00

**Recommendation:** to allocate £2,000.00

### Impact Assessment:

**Equalities –** The sessions will be open to all.

**Environmental –** There are no direct impacts from this report.

**Crime and Disorder –** There are no direct impacts from this report.

**Financial –** There are no direct impacts from this report.

**Resources –** There are no direct impacts from this report.

**Economic –** There are no direct impacts from this report.

**Risk Management –** There are no direct impacts from this report.

**Corporate Priorities:**

* Improve the wellbeing of the people of Weymouth.

### Recommendation:

That Councillors discuss the grant detailed above and agree allocation recommendations to be made to the Clerk.

Summary of grant allocations in 21/22:

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant | Project | Agreed  Allocation | Date agreed |
| Activate | Finale Performance of Inside Out Dorset 2021 Festival | £5,000.00 | 12/05/21 |
| Littlemoor Community Safety Group | Promotion of the group - advertising, hall hire for meetings and events, refreshments for events such as litter picks etc plus general stationary, telephone bills and on-going general expenses. | £1,040.00 | 16/06/21 |
| Westham Community Group | Launch of PlayPark, supporting first year of Park Leader to be replaced with volunteers going forward. |  |  |
|  |  |  |  |
|  | Total previously AGREED | £6,040.00 |  |
|  |  |  |  |
|  | Remaining Budget prior to this meeting | £43,960.00 |  |

## Q1 Finance Report

### Purpose of the Report

This Quarter 1 Finance Report summarises the council’s financial information for the first quarter of the 2021/22 financial year.

### Background

In previous years, the Finance & Governance Committee has received a quarterly budget monitoring report to consider actual income and expenditure against agreed budgets. To enable members to have a greater understanding of other aspects of financial control the budget report has been expanded to include additional financial information.

### Budget Monitoring

Each year a budget is approved that allows the council to set its precept for the following year. The council then has a responsibility to monitor income and expenditure against this budget and bring to members attention any material variances that are projected to occur. Summary and detailed budget information is contained within Appendix C.

The council needs to comply with the Code of Practice that determines how the council needs to monitor and report its financial information. Within the code there is no requirement for example, to undertake and show detailed recharges across services. The council is also not bound by capital accounting regulations that require depreciation and other capital charges to be shown. Therefore, it should be remembered that budget monitoring in isolation is only one tool that will feed into the decision-making process. It is recognised that additional information will sometimes be needed for staff reviews and service and scrutiny reviews which may be undertaken by the HR Committee, the Services Committee as well as this committee. Budget holders will provide additional details to feed into these processes as apart of those reviews.

At the end of Quarter 1 the projected outturn is showing a favourable variance of circa £65k. Part of this projected underspend is made up of a saving on public conveniences business rates and a saving in security costs at the Commercial Road offices.

### Income

As the restrictions in respect of COVID-19 are lifted it is important that the council continues to monitor its income streams. A summary of the income received is shown in Appendix C and this will be updated on a quarterly basis as part of this report.

Members are reminded that income is often related to expenditure and the following table highlights the main variances as at the end of quarter 1.

|  |  |  |
| --- | --- | --- |
| **Service Area** | **Variance** | **Mitigating Factor** |
| Tumbledown – Fees and Charges | 41,020 (Adverse) | Reduction in expenditure |
| Beach – Promotional Caravan | 26,000 (Adverse) | Savings need to be found1 |
| Events – Fees and Charges | 16,410 (Adverse) | Savings need to be found1 |
| Public Conveniences - Contributions | 20,000 (Favourable) | To fund increased expenditure |
| Catering – Sales | 15,901 (Favourable) | Contributes to net profit |

1 Where the mitigation factor is “savings need to be found”, this indicates that there is no identifiable reduction in expenditure to offset the loss of income.

### Employee Costs

The council is not carrying any long-term vacancies. There are however a number of short-term vacancies that are currently being recruited to. Any financial impact of staff reviews will be reported in future quarterly reports and reflected in the financial projections.

Budget holders continue to monitor absence levels and the financial implications that long term absence has on budgets. Specific information in respect of staff absences will be reported to future meetings of the HR Committee.

### Sundry Debtors

A profile of the councils aged debt is shown within Appendix C. A list of outstanding debtors is attached to the confidential report to be discussed at Item 11.

### Banking and Investments

The balance held within the council’s bank accounts is shown within Appendix C.

The council currently holds £2m in a deposit account that earns interest. In the short term it is recommended that the Town Clerk transfers funds between its current and deposit accounts to maximise the interest earnt whilst maintaining the required cashflow to ensure funds are available to fund expenditure.

### Earmarked Reserves

A summary of the earmarked reserves is contained within Appendix C. As of 30 June 2021, £396k has been transferred to operational budgets to fund expenditure in accordance with the purpose for which the funds were originally set aside.

£150k has been transferred from the General Reserve to the Prudent General Fund Reserve and a further £150k will be transferred when the second half of the precept is received in September.

### Impact Assessment:

**Equalities** – The budget is set with due regard to equalities policies and legislation.

**Environmental** - None

**Crime and Disorder** - None

**Financial** – The financial information is contained within this report.

**Resources** – Officer time will be needed to continually monitor the budget.

**Economic** - None

**Risk Management** – The risk of not setting a balanced budget would put the Council’s assets and services at risk.

**Corporate Priorities -** The Annual Governance Statement supports the following corporate priority.

* Manage the Council’s assets and resources responsibly and transparently.

**Recommendation**

That Councillors:

1. recommend to the Town Clerk that funds be transferred between deposit and current accounts to ensure that the maximum interest is earnt on funds.

2. note the Quarter 1 Financial Report.

## Lennox Street Store

### Purpose:

To seek committee approval for a property that is no longer required by the council.

### Background:

Following a comprehensive review of its property assets, with specialist support, the council has identified that its basement store room in 48 Lennox Street, Weymouth (DT4 7HB) as being surplus to requirements and could be sold off.

The single-room store is only accessible via a wooden door from Victoria Street. The store room is 19.51 sqm (c. 10’ x 20’) with no windows and no services (no power or lighting). It is currently used by the Town Centre manager for the storage of gazebos and a variety of promotional materials for displays and exhibitions. All the contents are currently being relocated to either the Queen Street beach store or the Victoria Road stores. A recent survey commissioned by the council estimated that maintenance over a 5-year period would cost £7,472 in total.

Although part of larger building (a hotel), the council has freehold ownership of the store. The recent survey estimated that current market value of the store is set out in Confidential Appendix D**.**

This property has been considered by the council’s member Asset Review Group, as part of its review of all council property assets, and it has recommended that the property be disposed of by means of sale.

The Disposal Policy in the council’s Asset Management Plan states that when an asset has been identified as surplus to requirements to meet its aims and objectives, it shall be investigated as to whether it can be used in an alternative way. However, following consideration by officers and the Asset Review Group, no alternative uses have been identified.

The council’s Disposal Policy is set out in section 10 of the council’s Asset Management Plan. This states that:

*In accordance with the Councils financial regulations:*

*14.3.   No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Finance and Governance Committee, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £25,000.*

*and,*

*14.5.   No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Full Council, together with any other consents required by law. In each case, a report shall be provided to the Full Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case.*

*A recommendation will be made by the Committee to Full Council. The approval to purchase, acquire by other means, lease, sell or disposal of land and property is a matter reserved for Full Council only. If Full Council decides that the asset should be disposed of on the open market, then a professional estate agent will be appointed to facilitate the disposal of the asset. The Council will have due consideration of the state of the market to ensure best value return.*

If this proposal for the sale of this property is supported by this committee, then this will be recommended to Full Council for approval.

**Confidentiality**

The estimated market value of the Lennox Street store, as set out in Confidential Appendix D, should remain confidential as publicity/ disclosure could compromise the commercial sensitivity of the information and significantly impacting on the Council’s ability to negotiate and act commercially.

Should members wish to discuss the confidential appendix in accordance with the Town Council’s standing orders (paragraph 10.1.11) then a motion may be moved at the meeting without written notice to the proper officer to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.

### Impact Assessment:

**Equalities**. N/A.

**Environmental**. N/A.

**Crime and Disorder**. N/A .

**Financial**. The sale of the property will generate capital receipt for the council and is more advantageous that renting out the property.

**Resources**. Costs will be incurred through the use of an estate agent to market the property and a solicitor to complete the sale.

**Economic**. N/A.

**Risk Management**. The use of an estate agent to manage the marketing of the property will help to secure the best possible price for the property.

**Strategic Priorities:** The proposed property disposal helps to promote the following council priorities:

* Manage the Council’s services effectively to meet the needs to the communities we serve.
* Promote opportunities for economic success of the area.

.

### Recommendation:

That the committee supports the recommendation for the disposal of the basement store at 48 Lennox Street, Weymouth, and recommends to the Town Clerk that this be presented to Full Council for approval.

## Information Items

A picture containing logo

Description automatically generated

### Weymouth 450 grants update

This year marks 450 years from when Weymouth and Melcombe Regis were combined by an Act of Parliament. The logo to the right will be used for the event.

To celebrate this the Weymouth Town Council have set aside a grant funding budget (total of £15,000) and invited local community group, charities, schools and the like to apply for grants for up to £1,000 to support their anniversary projects / events. Successful applicants will be required to use the above logo and that of the town Council.

**Applications Received as at 1st June 2021:-**

|  |  |  |
| --- | --- | --- |
| Organisation | Details of Project | Amount Awarded |
| Nothe Fort, Weymouth | Melwey Games | £1,000 |
| Parish of Wyke Regis, All Saints with St Edmunds Churches | All Saints Art Festival | £1,000 |
| Holy Trinity Parochial Church | Talk on Elizabethan Music followed by evening concert of English Renaissance music | £1,000 |
| Weymouth Museum Trust | Display, open day for residents bring their memories, photographs and artefacts of Weymouth and Melcombe Regis | £1,000 |
| Nothe Fort, Weymouth | Birthday Party to celebrate Weymouth 450 in form of a Silence Disco which would appeal to local families and the younger audience | £1,000 |
| Weymouth Rowing Club | Intra Club Day for all members | £1,000 |
| All Saints School | History Art Project | £1,000 |
| St Marys Church | Craft events / community 450 bunting | £800 |
| Thomas Fowell Buxton Society | Elizabethan Music evening | £810 |
| Guardians of the Old Town Hall | Oral History of the High Street | £1,000 |
|  | Total to date | £9,610 |

There is currently a second round of grants available for the remaining £5,390, with a closing date of 19th July 2021. A further update will be provided at the next Finance and Governance Committee meeting.

### Catering Services Mobilisation Update

### Purpose:

To provide members with an update on progress with the operation of the council’s new catering service.

### Background:

As agreed by both the Finance & Governance Committee and Full Council, officers are working on the establishment, management and operational delivery of a new catering service for the town council. The service comprises of two catering outlets (The Beach Cafe and The Prom Cafe) which open 7 days a week.

This work is overseen by a Mobilisation Group which includes key officers and three members – Cllr Wakeling, Cllr Gray and Cllr Nickinson.

Staffing

The team is now fully recruited ready for peak season. All staff have recently undergone a corporate induction which was delivered by the Contracts and Facilities Officer. This was an opportunity for all staff to learn more about the wider Council services, as well as a recap of the catering service’s policies and procedures.

Operations

Operationally over the last six weeks, it has been ‘business as usual’ for the team. The team is preparing for peak season, and will be opening longer hours dependant on demand and events. For example, the Monday evening firework displays that the council is organising throughout August will provide an opportunity for the catering service to take advantage of the high number of visitors that are expected to attend.

Financial

A full financial update for quarter one has been provided as part of agenda Item 7.

### Actions from the last meeting

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Who | Action | Status |
| 16/06/21 | IM | Meet with Cllr Northam to go through accounts for Neighbourhood Plan | In progress |
| 12/05/21 | MR /TH | Undertake investigations regarding bringing forward a proposal to the Town Centre Management Group regarding the funding of the Activate event in September 2021. | To be raised at the next Group meeting |
| 12/05/21 | IM | Undertake work to align constitution of various Friends groups in order that they can fall under one insurance policy? | An insurance policy can only be in the name of one entity. Therefore, for a single policy to be viable a single friends group would be needed. |
| 24/03/21 | CD | Send Cllr Nickinson formal invite to Catering Services Mobilisation Group meetings | Completed |
| 24/03/21 | IM/DG | Any underspend from the 20/21 Grant budget to be taken to a specific meeting about underspends to determine which 21/22 budget the underspend will be allocated to. | Completed |
| 10/02/21 | Cllr Northam | Speak to TW regarding identifying areas of land in DC’s ownership that they may be willing to transfer to WTC for use as allotments. | Complete |
| 16/12/20 | TH | Explore Cllr Taylor’s query regarding the increase in fees for charity events. | Ongoing |
| 16/12/20 | IM/Cllr Gray | Look at including more detail in the payroll budgets. This is being reviewed as part of the preparation of producing an extended quarterly finance report to be presented to members. | Ongoing |
| 11/11/20 | Cllr Gray | Cllr Gray to circulate information so that Members can put together the principles of what they want the town centre to look like. | This has been transferred to being incorporated in the neighbourhood plan as WTC’s influence in redesigning the Town Centre is very limited. |
| 11/11/20 | JB/MR | Councillor briefing to be organised in the New Year to discuss the future of the town centre. | In progress |
| 30/09/20 | IM | Budget Working Group to look at renaming some of the reserves so that it is clear what they are for. To be completed as part of the overall year end process and allocation of reserves to be presented to members in June. | Completed |

### Finance and Governance Forward Plan

The forward plan is as below. Please note that this plan is subject to regular amendments and is only intended as a guide.

|  |  |  |
| --- | --- | --- |
| Date | Meeting | Items for consideration |
| 01/09/21 | Full Council | Q1 Budget monitoring  Sandsfoot Gardens lease  PSPO review |
| 08/09/21 | Services | Data from previous Events (information item)  Review of Allotment Notice to Quit Period  Provision of Public Litter Bins Policy  Scope for Seafront Strategy  Parks & Open spaces Footfall Counters  Review of deckchair hire service (from F&G 16/06/21)  Scrutiny documents |
| 22/09/21 | F&G | Grant Applications  Recommended policy updates to Full Council  Options for operation of Radipole Park café   1. Consultations Policy 2. Member Attendance Recording   Catering Services Mobilisation Update – Standing Item |
| 29/09/21 | HR | Town Clerk’s Appraisal Outcomes  Union recognition agreement |
| 06/10/21 | Full Council | Recommended policy updates  Provision of Public Litter Bins Policy  Consultations Policy – tbc  Member attendance recording |
| 20/10/21 | Services | Nursery Relocation Business Plan  Parks & Open Spaces Strategy  Proposals for Platinum Jubilee and 10th Anniversary Games celebrations and events  Town centre regeneration initiatives  Update on deployment of Speed Indicator Devices (SID) |
| 03/11/21 | F&G | Appointment of Internal Auditors for 21/22  Q2 Budget Monitoring Report  Catering Services Mobilisation Update – Standing Item |
| 17/11/21 | Full Council | Appointment of Internal Auditors for 21/22  Q2 Budget monitoring |
| 24/11/21 | HR | Town Clerk’s Appraisal outcome  Salary budget 21/22 |

### Recommendation:

That Members note the information items.

## 10. Exclusion of the press and public

As this is not a formal decision-making meeting of the Council a resolution to exclude the public and the press under the Public Bodies (Admissions to Meetings) Act 1960 is not necessary.

However, members of the public and press are required to leave the meeting at this point due to the sensitive nature of the next item to be considered relating to confidential financial information, leases and arrangements with existing tenants.

### Recommendation:

That Councillors agree to exclude the public and press.

### 11. Confidential Item – Bad Debts

Members will receive a report on bad debts for the 2020/21 financial year (Confidential Appendix E) as part of the agenda dispatch.

### Recommendation:

That Councillors note the list of outstanding debt that relates to invoices raised prior to 1 April 2021, the recovery actions; and considers a settlement offer received for one of the outstanding debts.