

**LIMAVADY BOROUGH COUNCIL  
COMHAIRLE BHUIRG LÉIM AN MHADAIDH**

**SUPPORT SERVICES COMMITTEE**

**5 AUGUST 2014**

Minutes of meeting held in the Council Offices, 7 Connell Street, Limavady at 7.00 pm on the above date.

**PRESENT:**

Aldermen M Coyle, J Rankin and A Robinson. Councillors O Beattie (Chair), B Chivers, R Donaghy, B Douglas, T McCaul, S McGlinchey, G Mullan, E Scott and E Stevenson.

**IN ATTENDANCE:**

Director of Development, Head of Finance and the Committee Clerk.

**APOLOGIES:**

Councillor A Brolly, Councillor J McCorkell, Councillor D Nicholl and the Chief Executive.

**MINUTES:**

The minutes of meeting held 10 June 2014 were approved on the proposal of Councillor S McGlinchey, seconded by Councillor B Chivers.

**MATTERS ARISING:** - None

**HEAD OF FINANCE MONTHLY REPORT ~ AUGUST 2014:**

The Head of Finance presented his report for the month of August as follows:

**Payment of Accounts – May & June 2014:** The Head of Finance presented the payment of accounts for the months of May & June 2014. He drew member's attention to a payment of £45,455 which was paid by Limavady Borough Council as part of the shadow council election expenses and £116,400 for refurbishment to Coleraine Council offices to accommodate the shadow council meetings.

**Accounts for 2 Months Ending 31 May 2014:** The Head of Finance presented the accounts for 2 months ending 31 May 2014 and explained that the expenditure items checked made up 75% of the total gross expenditure.

**Debtors Written Off:** It was agreed that the list of debtors totalling £1,223.86 would be written off.

**Prompt Payment Schedule:** The Head of Finance circulated the prompt payment schedule for information. The comparative timescale for payment of invoices for the years 2012/13 and 2013/14 were noted by members.

**Tax Exemption on Councillor's Travel:** Members were advised that the HM Treasury had issued a statement to advise that the Government intended to introduce new exemptions so that Councillor's travel expenses, including those to cover the costs of journeys to council offices would not be subject to income tax or NIC's. Welcomed.

**Investment Banking – July 2014:** The Head of Finance gave an overview of Council's investments for 4 months ended 31 July 2014. He said that the investment ratings for Santander and Barclays banks were both A-1 which was in line with Councils' Treasury Management Strategy.

**New Cheque Signatories:** It was agreed that the Environmental Health Manager and Development Services Manager would be added as cheque signatories.

The Head of Finance Report was approved on the proposal of Alderman M Coyle, seconded by Alderman J Rankin.

#### **HUMAN RESOURCES MONTHLY REPORT – AUGUST 2014:**

**IN COMMITTEE** on the proposal of Alderman A Robinson, seconded by Councillor E Scott.

The Head of Finance presented the Human Resource Report for August 2014, which detailed standing items including total number of employees & temporary workers, absenteeism & cause of absence, and long term sick details. The items for information were noted and the report was adopted on the proposal of Councillor B Chivers. Seconded by Alderman M Coyle subject to the following:

- **Sponsorship Request:** The sponsorship request from the HR Assistant to undertake a Diploma in HR Management in the sum of £2,500 was approved, subject to it being confirmed with the Causeway Coast & Glens Shadow Council that the sponsorship would be honoured after March 2015 when Limavady Borough Council would no longer exist.
- **Flexible Retirement:** The request for flexible retirement from Council's Caretaker/Porter was approved by Council.
- **Outcome of Job Evaluation:** Following a job evaluation, it was agreed that the Sports Development & Facilities Manager post would be regarded to PO2 effective from March 2014.
- **Request for Job Evaluation:** The request for job evaluation from Lead Building Control Officer and Building Control Officers was approved by members.
- **Pay Protection:** The amended Pay Protection Policy was approved by Council.

**OUT OF COMMITTEE** on the proposal of Councillor B Chivers, seconded by Councillor E Scott.

#### **ANY OTHER BUSINESS:**

**Benone Golf Course:** A member requested that the Green Keepers at Benone Golf Course be congratulated on how well they looked after the golf course, which was one of the best courses in the northwest.

**NEXT MEETING:** - 2 September 2014.

**THE BUSINESS CONCLUDED AT 7.25 PM.**

**Chair:** \_\_\_\_\_