

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

**SUPPORT SERVICES COMMITTEE
5 OCTOBER 2010**

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

PRESENT:

Aldermen J Rankin and G Robinson. Councillors A Brolly, P Butcher, M Carten (Chair), B Chivers, L Cubitt, M Donaghy, B Douglas, G Mullan, J F McElhinney, C Ó hOisín and E Stevenson.

IN ATTENDANCE:

Committee Clerk, Director of Support Services and the Chief Executive.

APOLOGIES: - Alderman M Coyle and A Robinson.

CHAIR OF MEETING:

In the absence of Alderman Coyle, it was agreed that the Mayor – Councillor Carten would chair the meeting.

MINUTES:

The minutes of meeting dated 7 September 2010 were approved on the proposal of Alderman Rankin, seconded by Councillor Cubitt.

MATTERS ARISING: - None.

PAYMENT OF ACCOUNTS:

The Director of Support Services answered queries on the payment of accounts for August 2010 which were approved by Council.

ACCOUNTS FOR 5 MONTHS ENDING 31 AUGUST 2010:

The Director of Support Services presented the accounts for 5 months ending 31 August 2010, which showed a deficit of £79k for the period. He said as the budgeted surplus had been forecast at £57k, there was an adverse variance of £136k. He added that the main variances from budgeted were as follows:

- rates reserve clawback - £45k
- reduction in general grant - £33k

The Director of Support Services explained in detail the adverse/favourable variances for salaries & wages, other expenditure, loan charges, other income, grants and the district rates.

The following points were made during discussion on the accounts:

- Council should be looking where cuts could be made. Reconsider continuing with some of the projects included in the budget and to reducing staffing levels.
- The Director of Development to update Council on progress to finalising the Management Agreement for the AstroTurf pitch at the Grammar School.

The accounts as presented were approved by members.

HUMAN RESOURCES:

Human Resource Report: IN COMMITTEE on the proposal of Councillor Mullan, seconded by Councillor Chivers.

The Director of Support Services presented the Human Resource Report dated 5 October 2010 which detailed recruitment & selection; absenteeism; summary of absences & cause of long term absences; issues relating to investors in people and health & wellbeing. The report was adopted on the proposal of Alderman Robinson, seconded by Councillor Cubitt subject to the following:

Temporary Health & Safety Officer: It was agreed that the temporary contract for the post of Health & Safety Officer would be extended to 31 March 2011 and would then be reviewed.

Sponsorship Requests: It was agreed that the sponsorship request from the DPP Manager to attend a training course on Corporate Law and Corporate Secretaryship at a cost of £565.00 would be approved.

Cycle to Work Scheme: The Director of Support Services explained that the 1999 Finance Act introduced a tax exemption which allows employers to cooperate with employees on the purchase of bicycles and associated equipment, which could be used for travel to work. He said that employees saved on VAT and through deductions, which were made monthly on gross salary, allowing for savings on normal tax and national insurance. The scheme which was open to Councillors as well as employees paying PAYE who had a contract which outlast the duration of the salary sacrifice was approved by members.

OUT OF COMMITTEE on the proposal of Alderman Robinson, seconded by Councillor Cubitt.

ANY OTHER BUSINESS: - None.

NEXT MEETING: - 2 November 2010.

THIS CONCLUDED THE BUSINESS
(The meeting ended at 7.40 pm)

Chair: _____