



**To: All Members of the Finance & General Purposes Committee**

**Finance & General Purposes Committee Meeting Wednesday 31<sup>st</sup> May 2017**

**Councillors: K. Beer, P Burrows, C Chadwick, M. Pigott, J. Rowland, H. Sanham, D. Squire**

**24<sup>th</sup> May 2017**

**Dear Councillor,**

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** on Wednesday 31<sup>st</sup> May at 7.00pm at Marshlands, Harbour Road, Seaton.

*Amy Tregellas*

**Town Clerk**

**This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.**

### **AGENDA**

- |                       |   |
|-----------------------|---|
| <b>17/F&amp;GP/01</b> | <b>Election of Committee Chairman</b>   |
| <b>17/F&amp;GP/02</b> | <b>Election of Vice Chairman</b>  |
| <b>17/F&amp;GP/03</b> | <b>Apologies for Absence.</b>   |
| <b>17/F&amp;GP/04</b> | <b>Declaration of Interest.</b><br>To receive any declarations of interest not included in the register of interest from Members in respect of items of business included on the agenda for this meeting. |
| <b>17/F&amp;GP/05</b> | <b>Minutes of the previous meeting.</b><br>To approve the minutes of the meeting held on Monday 3 <sup>rd</sup> April 2017.   |

- 17/F&GP/06**      **Finance & General Purposes Committee Terms of Reference for the Municipal Year 2017/2018**  
At the Annual General Meeting on Monday 8<sup>th</sup> May, Council agreed that the Finance and General Purposes Committee should review and finalise the Draft Terms of Reference for this Committee for the 2017/2018 Municipal Year at its meeting on Monday 22<sup>nd</sup> May.
- 17/F&GP/07**      **Public question time.**  
To allow questions or reports from members of the public.
- 17/F&GP/08**      **Payments and Receipts and SAGE report**  
To approve payments and receipts and SAGE report for the 2016/17 financial year and 2017/18 financial year
- 17/F&GP/09**      **Petty Cash expenditure.**  
To approve the petty cash reconciliation as at the start of the 2017/18 financial year
- 17/F&GP/10**      **Budget to date**  
To approve the 2016/17 financial year outturn budget position and to consider the budget to date for the 2017/18 financial year
- 17/F&GP/11**      **Bank Reconciliation**  
To approve the bank reconciliation as at the 31/03/17
- 17/F&GP/12**      **Risk Management**  
To consider and approve the purchase of software to manage the Council's risks effectively and to agree the frequency of risk management updates
- 17/F&GP/13**      **Standing Orders**  
At the Annual General Meeting on Monday 8<sup>th</sup> May, Members resolved to ask the Finance & General Purposes Committee to review the Council's Standing Orders.
- 17/F&GP/14**      **Financial Regulations**  
At the Annual General Meeting on Monday 8<sup>th</sup> May, Members resolved to ask the Finance & General Purposes Committee to review the Council's Financial Regulations.
- 17/F&GP/15**      **Internal Controls**  
At the Annual General Meeting on Monday 8<sup>th</sup> May, Members resolved to ask the Finance & General Purposes Committee to review the Council's Internal Controls.

**17/F&GP/16**

**Asset Register**

At the Annual General Meeting on Monday 8<sup>th</sup> May, members resolved to ask the Finance & General Purposes Committee to review the Council's Asset Register.

**17/F&GP/17**

**Insurance Arrangements**

At the Annual General Meeting on Monday 8<sup>th</sup> May and as per the Council's Scheme of Delegation, Members resolved to ask the Finance & General Purposes Committee to review and approve the Council's insurance arrangements.

**17/F&GP/18**

**Annual Governance Statement 2016/17**

To review and recommend to Council the Annual Governance Statement for the 2016/17 Financial Year

**17/F&GP/19**

**Accounting Statements 2016/17**

To review and recommend to Council the Accounting Statements for the 2016/17 Financial Year

**17/F&GP/20**

**Cheque received and donations**

To discuss the gift of a cheque for £200 from Axe Valley Runners and what Councillors wish to do with this as well as donations for the Air Ambulance night time landing site.

**17/F&GP/21**

**Update on Actions arising from previous meetings (for information)**



# DRAFT

## Minutes of the meeting of the Finance & General Purposes Committee on Monday 3<sup>rd</sup> April 2017

### Present

**In the Chair** Cllr. H. Sanham

**Councillors** K Beer, P Burrows, C Chadwick, M Hartnell, J Rowland,  
M Shaw, D Squire

**In attendance:** Town Clerk  
Committee Secretary

**17/F&GP/2273** **Apologies for absence**  
There were no Councillors absent from the meeting.

**17/F&GP/2274** **Declarations of Interest.**  
Cllr M Hartnell declared a non-pecuniary interest as a dual-hatted member of East Devon District Council (EDDC)  
Cllr P Burrows declared a non-pecuniary interest as a dual-hatted member of EDDC.

**17/F&GP/2275** **Minutes of the meeting held on Monday 6<sup>th</sup> March 2017.**  
Members **RESOLVED** to agree the minutes of the meeting held on Monday 6<sup>th</sup> March.

**17/F&GP/2276** **Public Question Time.**  
There were no members of the public present.

**17/F&GP/2277** **To note payments and receipts and SAGE report since the last meeting.**

#### **Payments**

The Town Clerk clarified the following items on the payments schedule:

1. that the Teleplay Charge listed in the documentation relates to telephoning outside of the defined time slot within which

Seaton Town Council (STC) sends through details of salaries to be paid.

2. monies apportioned for the Flood Risk Assessment concern the Seafront Beach Enhancement.
3. there is a reduced charge in respect of dog waste bins because we have one less bin than previously.
4. Payments have been added to the schedule in respect of an Interpretation Board outside Axminster Station, an accrued payment for provision of a Circus Skills event 2016, and maintenance on the Council van.
5. Codes 708 and 709 refer to Elizabeth Road and the Underfleet respectively and are not a duplication.

Members **RESOLVED** to note the payments.

### ***Receipts***

Members noted receipts in respect of the Devon County Council (DCC) Locality Budget reference Road Signs and from Bovis, who are sponsoring this year's CycleFest.

Cllr. J Rowland referred to the rebate on Business Rates to be added the receipts schedule.

Members **RESOLVED** to note receipts to date.

### ***SAGE Report***

The Town Clerk explained that the format of the report has changed with more areas of defined spend listed and that the aim is introduce more lines going forward. This will support STC's audit trail and help reconcile information on SCRIBE and SAGE.

Members noted that Officers need additional training on SAGE as part of the planned project to move to SAGE in entirety.

Members discussed allotment holder fee payments.

Members discussed Artisan Market stall holder fees and ensuring that fees received are apportioned to the financial year in which they apply.

Members agreed that the Town Clerk will circulate the total receipts from allotment fees.

Members **RESOLVED** to note the SAGE Report.

### **17/F&GP/2278**

#### **To note Petty Cash expenditure since the last meeting.**

Members noted that the Town Clerk has reconciled opening and closing balances and that Petty Cash will have its own account going forward.

Members **RESOLVED** to note the Petty Cash expenditure since the last meeting, duly signed by the Chairman.

### **17/F&GP/2279**

#### **To note budget to date**

1. Members discussed the prospect of new codes to be added to better delineate spend on Marshlands, for example, purchase price, works and maintenance, equipment and kitting out, exceptional expenditure, security, cleaning etc.

2. Members agreed that there should be a separate code for asset maintenance for Marshlands.
3. The Town Clerk confirmed that the difference between financial receipts and expenditure in the 2016/2017 financial year is largely due to Marshlands and will be listed on an exceptional basis in the final outturn for the 2016/2017 year.
4. The Town Clerk confirmed that the cost of one of the Underfleet Play Area inspections is counted in the 2016/2017 financial year.
5. Members noted that STC does not precept for allotments. Members noted revisions planned in recording allotment receipts and expenditure as well as an amount of £700.00 for administration. Members noted that allotments will be listed as an accrual in SCRIBE for the 2017/2018 financial year.
6. Members noted that costs associated with the Town Guide will be denoted in the financial year in which expenditure occurs from now on. Members agreed to review options for producing the Town Guide.
7. Members noted that code 609 should be more specifically listed as relating to the cleaning of the Martial Arts Club floor.
8. Members noted that over-spends in codes 2078 / 2106 and 2109 are to do with payments covering two financial years.
9. Members noted that costs associated with the Tourist Information Centre (TIC) includes items of expenditure relating to March 2016. Members discussed current recruitment levels at the TIC.

Members **RESOLVED** to note the budget to date.

**17/F&GP/2280**

**To note Bank Reconciliation to date.**

The Town Clerk advised that she has reviewed all transactions on SCRIBE and cross referenced this to the Bank Statement. Petty cash has been reconciled in.

Members agreed that the Town Clerk will circulate details of the bank reconciliation to Members.

Members **RESOLVED** to note the Bank Reconciliation report.

**17/F&GP/2281**

**To consider proposals relating to any transfer of funds to earmarked or general reserves at year end.**

Members reviewed a list of proposed amounts to be transferred to earmarked reserves for 2017/2018.

Members noted that STC is still in communication with Devon County Council (DCC) on the apportionment of energy bills at Marshlands.

Members noted earmarked reserves that were agreed as part of budget setting for 2017/2018.

Members **RESOLVED** to agree the cost centre names, codes and amounts set against each of these to be transferred to earmarked reserves for 2017/2018.

Members agreed that the Town Clerk will adjust underspends in the general reserves to account for increases in amounts going into earmarked reserves. Members agreed to review earmarked reserves at the next Finance & General Purposes Committee meeting.

**17/F&GP/2282**

**Seaton Town Council Subscriptions.**

Members noted a projected uplift in subscription costs and discussed the benefits of membership include the usefulness of information available and how often Members and Officers had needed to access advice and information from the organisations concerned.

Cllr. M Hartnell proposed that STC continues to subscribe to the organisations concerned for 2017/2018 with a review of costs and benefits in advance of budget setting for 2018/2019.

(Seconded by Cllr. J Rowland)

Members **RESOLVED** to agree subscription costs for 2017/2018 which will be reviewed in advance of budget setting for 2018/2019.

**17/F&GP/2283**

**To progress the refurbishing of the town's finger posts and painting the street furniture.**

Members **RESOLVED** to agree that finger posts will be painted black and the choice of colours for items of Street Furniture will be considered by the Community & Open Spaces Committee.

**17/F&GP/2284**

**To discuss the Local Democracy Budget.**

Members noted that a review of the criteria informing the application of the Local Democracy budget will be useful to support financial audit trails.

Members noted that the Town Clerk has a review of STC's grants' policy in hand.

Members **RESOLVED** to agree the Town Clerk will carry out a bench-marking exercise on the use of local democracy budgets to support a review of STC's arrangements.

**17/F&GP/2285**

**CONFIDENTIAL ITEMS**

**The Chairman moved that in accordance with the Council's Standing Order 1© press and public would be excluded from the meeting during the discussions of item 14 on the agenda as there was likely to be a disclosure of confidential items.**

**17/F&GP/2286**

**Grounds & Maintenance Contract**

Members **RESOLVED** to agree that the Town Clerk will correspond with STC's current contractor to support financial reporting.

**The meeting closed at 9.55pm**

**Chairman**

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Date \_\_\_\_\_



**Finance & General Purposes Committee  
Terms of Reference for the Municipal Year 2017/2018**

At the Annual General Meeting on Monday 8<sup>th</sup> May, Council agreed that the Finance and General Purposes Committee should review and finalise the Draft Terms of Reference for this Committee for the 2017/2018 Municipal Year at its next meeting.

**DRAFT Terms of Reference**

**Membership**

Six members of the Council plus the Chairman and Deputy Chairman as ex-officio.

**Delegated Powers**

**General**

Councillors will be advised by the Town Clerk whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision.

**Specific Delegated Powers**

1. Receive and approve details of all payments authorised in the course of the business of the Town Council including those purchased with the Council's debit card.
2. To monitor income and expenditure each month against the approved budgets for all committees.
3. To consider all matters delegated to them in accordance with the Council's adopted Financial regulations
4. To consider any matter which does not fall within the remit of any other committee. Where there is a specific budget for this matter, the Committee shall have delegated power to authorise expenditure. Where there is no specific budget, the Committee shall make reports to the Council.
5. During the budget year to to authorise the transfer of unspent and available amounts to other budget headings or to an earmarked reserve as appropriate.
6. To monitor the Council's activity in accordance with the Council's Financial Regulations.
7. To receive and consider each Committee's proposals in respect of revenue and capital and sources of funding for the following financial year not later than the end of October each year.

8. To produce detailed estimates of all income and expenditure including the use of reserves and all sources of funding for each year in the form of a budget and present it to Council at its December meeting for Council to approve and set the precept.
9. To review cheque signatories annually at the first meeting of each new financial year.
10. To review the Council's banking arrangements, including the Bank Mandate, annually at the first meeting of each new financial year.
11. To undertake periodic checks on petty cash expenditure and to approve petty cash expenditure at each meeting.
12. To receive details of bank statements and confirm reconciliation at each meeting.

### **Conditions**

1. Membership of the Committee to be decided at its creation and the membership of the Committee to be re-appointed at the Annual Council Meeting in May each year.
2. Meetings to be convened as per the Schedule of Meetings agreed at the Annual Council Meeting in May each year
3. Minutes to be presented to the next available ordinary meeting of Seaton Town Council
4. The Town Clerk will support the Committee.
5. The Committee is empowered to invite specialist professional officers or advisors to attend meetings to provide guidance as to matters under discussion.

