



## Minutes of the Finance & General Purposes Committee Meeting on Monday 12<sup>th</sup> February 2018

### Present

**Councillors:** Sanham (Chairman), Beer, Burrows, Read and Squire

**In attendance:** Town Clerk

### **121. Apologies for Absence**

Apologies were received and accepted from Councillors Pigott and Rowland.

### **122. Declaration of Interest**

Councillor Burrows declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

### **123. Minutes of the previous meeting**

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 15<sup>th</sup> January 2017.  
(Moved Cllr Beer; seconded Cllr Read)

### **124. Public question time.**

There were no members of the public present.

### **125. Payments and Receipts and SAGE report**

#### Payments

The Committee **RESOLVED** to approve the payments to date for the 2017/18 financial year.  
(moved Cllr Squire; seconded Cllr Beer)

#### Receipts

The Committee **RESOLVED** to approve the receipts to date for the 2017/18 financial year.  
(moved Cllr Squire; seconded Cllr Beer)

### **126. Petty Cash expenditure.**

The Committee **RESOLVED** to approve the petty cash reconciliation to date.  
(moved Cllr Beer; Cllr Read)

### **127. Budget to date**

Discussion took place around each of the cost centres and the likely outturn position:

#### Administration

It is anticipated that this budget will be on budget or slightly underspent at the year end.

With regard to cost code 2,158 (payroll service) there was discussion as to whether the new finance system would have a module for processing the salaries in house in future.

#### Allotments

The year end balance will be carried forward to the next financial year.

With regard to cost code 2,110 (water) the recharging for water was discussed and it was confirmed that future water charges need to be pro-rated as per the allotment fees.

#### Amenities

It is anticipated that this cost centre will be on budget or slightly underspent at the year end.

The salaries budget will be overspent as the second Town Maintenance Person role went from 24 hours a week to 32 hours a week during the financial year and that change had not been budgeted for.

#### Artisan Market

The fees for the Grizzly Market are yet to go through for this financial year so the income figure will increase.

In terms of the costs the current total needs to be reduced by £968.57 as the gazebo weights came out of the community budget. Therefore the current actual spend is £1617.63.

The year end balance will be carried forward to the next financial year

#### Asset Maintenance

It is anticipated that this budget will be underspent at the year end.

This will be a combination of recharging the Gateway for 50% of the running costs for the Town Hall and also being on target with the income budget.

#### Cliff Field Gardens

It is anticipated that this budget will be underspent at the year end.

The Grounds Maintenance contract will be on budget and there is likely to be an underspend in the other areas.

#### Community

It is anticipated that this budget will be underspent at the year end.

The summer activity programme will have an outturn position of £1000 due to the purchase of gazebo weights as discussed under the Artisan Market budget.

The banners and bunting and Christmas budgets are both likely to be underspent as the position is not likely to change before the year end.

The forthcoming health meeting was discussed and it was suggested that the costs for the meeting be coded to 2155, Judicial Review rather than be coded to the Chairman's Allowance.

There was discussion as to where to code the Community Infrastructure Levy (CIL) payments and it was felt appropriate to carry forward as an earmarked reserve for 2018/19

#### Earmarked Reserves

No further expenditure is anticipated on the Seafront Enhancement Scheme code before the year end.

Marshlands repairs – it was confirmed that the Estates Committee agreed at their meeting on 29<sup>th</sup> January to spend money on a new boiler from this earmarked reserve.

Marshlands long term fund – it was confirmed that the Estates Committee agreed at their meeting on 29<sup>th</sup> January to spend money on replacement windows from this earmarked reserve.

#### Elizabeth Road Play Area

It is anticipated that this budget will be underspent at the year end.

The Grounds Maintenance contract will be on budget and there is likely to be an underspend in the other areas.

#### Footpaths

It is anticipated that this will be on budget at the year end.

#### Grants

It is anticipated that this will be on budget at the year end.

#### Local Democracy

It is anticipated that this budget will be underspent at the year end.

It was confirmed that the Town Clerk will code the councillor expenses to code 104 under the administration budget

#### Marshlands

It is anticipated that the income for Marshlands will be below the target.

However, the year end position is anticipated to be better than the current figure as there are still some receipts to come in.

Discussion took place about the need to actively market and promote what is available at Marshlands in terms of room rental. Councillors felt that the information on the Richardson Gill website needed to be updated.

It is anticipated that the expenditure for Marshlands will be underspent.

#### Parishes Together

It is anticipated that this will be on budget by the end of the financial year.

Income is due to come in from EDDC from the Parishes Together funding for the Seaton app and Town Guide

#### Seaton Down Hill

It is anticipated that this budget will be underspent at the year end.

The Grounds Maintenance contract will be on budget and there is likely to be an underspend in the other areas.

#### Seaton in Bloom

It is anticipated that this budget will be underspent at the year end.

#### Tourist Information Centre

It is anticipated that this will be on budget at the year end.

#### Town Development

It is anticipated that this will be underspent at the year end.

The Committee **RESOLVED** that the costs for the forthcoming Health meeting be coded to cost code 2,155 (Judicial Review) rather than code 201 (Chairman's Expenses).  
(moved Cllr Sanham; seconded Cllr Beer)

The Committee **RESOLVED** to note the Budget to date for the 2017/18 financial year  
(moved Cllr Burrows; seconded Cllr Beer)

#### **128. Bank Reconciliation**

The Committee **RESOLVED** to approve the bank reconciliation as at the 31/01/18  
(moved Cllr Squire; seconded Cllr Beer)

#### **129. Risk Assessment**

The Committee noted that the risk assessment would be considered at the March meeting of the Committee

#### **130. General Data Protection Regulations**

The Town Clerk updated the Committee on the changes taking place in terms of the Data Protection Regulations. The Town Clerk confirmed that she is attending a training course on this in early March and that a report and action plan would be brought back to the Committee following that.

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

- a) Finance System – The budget information for 2018/19 would be forwarded to the software provider by the end of the week so that they could set up the system.
- b) Fire risk assessment – The Town Clerk confirmed that she had now received the Fire Risk Assessment and met with Ben to discuss the document. An action plan was being drawn up and would go back to the Estates Committee. Following the decision made by the last Estates Committee the fire extinguishers have now been serviced and additional extinguishers provided

- c) Water bill for the Pavilion – The Town Clerk will investigate whether key locks can be applied to the taps to prevent any unauthorised usage of the water.
- d) Previous maintenance of Labyrinth – The Town Clerk will now contact the current Grounds Maintenance Supplier, the Jurassic Coast Team and the original landscaping company who installed the Labyrinth to see if they can provide quotes as to the price of maintaining the Labyrinth
- e) Community Enhancement Fund – the Town Clerk confirmed that she has continued to liaise with DCC street lighting department and EDDC regarding the painting of street furniture and is waiting for DCC to provide a quote for the cost of their operatives painting the street furniture

**132. Confidential Items**

Cllr Sanham moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda items 13 and 14 as there was likely to be disclosure of confidential information as matters were being discussed which are commercially sensitive.

**133. Photocopier Contract**

The Committee **RESOLVED** that the Council pay the settlement figures to exit from the photocopier lease and current suppliers contract (coding this against cost code 105) and enter into a 5 year contract with Copycare subject to satisfactory references, confirmation that there are no hidden costs and the checking of the terms and conditions.  
(moved Cllr Beer; seconded Cllr Read)

**134. Computer System**

The Committee **RESOLVED** that the quotes received to date were disregarded due to the price and that the Town Clerk contact some other suppliers for quotes.  
(moved Cllr Read; seconded Cllr Beer)

The meeting ended at 9.10pm

**Chairman:** \_\_\_\_\_

**Dated:** \_\_\_\_\_