



Finance & General Purposes Committee Meeting Monday 21st May 2018

Councillors: K Beer, P Burrows, M Hartnell, S Read, J Rowland, H Sanham, D Squire

15th May 2018

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** on Monday 21st May 2018 at 7.30pm, or immediately following the meeting of the Planning Committee, whichever is the earliest, 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

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|-----------------------|--|
| 18/F&GP/01 | Election of Committee Chairman |
| 18/F&GP/02 | Election of Vice Chairman |
| 18/F&GP/03 | Apologies for Absence. |
| 18/F&GP/04 | Declaration of Interest.
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. |
| 18/F&GP/05 | Minutes of the previous meeting.
To approve the minutes of the meeting held on Monday 16 th April 2018 and the minutes of the special meeting held on Tuesday 1 st May 2018. |
| 18/F&GP/06 | Public question time.
To allow questions or reports from members of the public. |

- 18/F&GP/07** **Payments and Receipts**
To approve payments and receipts for the 2017/18 financial year and 2018/19 financial year
- 18/F&GP/08** **Petty Cash expenditure.**
To approve the petty cash reconciliation as at 14/05/18
- 18/F&GP/09** **Budget to date**
To consider the budget to date for the 2017/18 financial year
- 18/F&GP/10** **Bank Reconciliation**
To approve the bank reconciliation as at the 30/04/18
- 18/F&GP/11** **Terms of Reference**
To review the terms of reference for the Finance and General Purposes Committee and Estates Committee now that they have merged
- 18/F&GP/12** **Use of the Debit Card**
To review the procedures for use of the Council's Debit card
- 18/F&GP/13** **Update on Actions arising from previous meetings**
- Finance System
 - IT Support
 - Labyrinth



Minutes of the Finance & General Purposes Committee Meeting on Monday 16th April 2018

Present

Councillors: Sanham (Chairman), Beer, Burrows, Read and Rowland

In attendance: Town Clerk

154. Apologies for Absence

Apologies were received and accepted from Cllr Squire.

It was noted that following the report to Council on 9th April that Cllrs Chadwick and Pigott were no longer on the Finance and General Purposes Committee.

155. Declaration of Interest

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

156. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 12th March 2018 and the Special meeting on Monday 26th March 2018.
(Moved Cllr Rowland; seconded Cllr Beer)

157. Public Question Time

There were no members of the public present

158. Payments and Receipts and SAGE report

Receipts

The Committee confirmed that they were pleased to see receipts from the Schools Company and tenants

The Committee **RESOLVED** to approve the receipts report
(moved Cllr Beer; seconded Cllr Rowland)

Payments

Discussion took place around:

- The payment to Auto Services Garage – the Town Clerk confirmed that this was to fix a problem with the van as it couldn't be started one day
- The fire risk assessment and whether the council had received all of the paperwork and quotes for the remedial work. The Town Clerk confirmed that a report would be discussed at the Estates Committee on 23rd April 2018.

The Committee **RESOLVED** to approve the Payments report
(moved Cllr Beer; seconded Cllr Rowland)

SAGE report

The Town Clerk confirmed that there were only a couple of payments that were outstanding and that they were being chased for payment.

159. Petty Cash expenditure

The Committee physically checked the petty cash and vouchers.

The Committee **RESOLVED** that the petty cash reconciliation and imprest report as at the 31st March 2018 be approved.

(Proposed Cllr Read; seconded Cllr Sanham)

160. Budget to date

The Town Clerk confirmed that the outturn position was on course to be as per the discussions at the February and March meetings.

Discussion took place around each budget heading as follows:

Administration

- Carry forward the underspend balance of £1020 from cost code 112 website contract to the 2018/19 financial year
- Carry forward the underspend balances of £890 from cost code 120 legal and professional fees and £791.68 from cost code 2103 computer IT to reserves
- The outturn figure currently standing at -£3,777.16 but this was subject to change once all of the year end processing had taken place

Allotments

- The outturn figure currently standing at £894.47 but this was subject to change once all of the year end processing had taken place. They year end balance to be transferred to 2018/19.

Amenities

- Carry forward the underspend balance of £45.02 from cost code 602 PPE, H&S etc to the 2018/19 financial year
- Carry forward the underspend balance of £500.00 from cost code 606 bus shelter refurbishment to the 2018/19 financial year
- Carry forward the underspend balance of £1000.00 from cost code 608 street furniture maintenance to the 2018/19 financial year
- Carry forward the underspend balance of £55.00 from cost code 2059 training to the 2018/19 financial year
- The outturn figure currently standing at £1,996.17 but this was subject to change once all of the year end processing had taken place

Artisan Market

- The outturn figure currently standing at £1,837.12 but this was subject to change once all of the year end processing had taken place. They year end balance to be transferred to 2018/19.

Asset Maintenance

- Carry forward the underspend balance of £3,117.49 from cost code 2099 Town Hall to an Earmarked Reserve for the Town Hall
- The outturn figure currently standing at -£126.93 but this was subject to change once all of the year end processing had taken place

Cliff Field Gardens

- Carry forward the underspend balance of £100.00 from cost code 1305 Misc Works to the 2018/19 financial year
- Carry forward the underspend balance of £500.00 from cost code 1306 Labyrinth maintenance to the Earmarked Reserve for the Labyrinth upgrade
- The outturn figure currently standing at £567.19 but this was subject to change once all of the year end processing had taken place

Community

- Carry forward the likely underspend balance of £5,577.32 from cost code 2157 Air Ambulance donations to the 2018/19 financial year
- The outturn figure currently standing at £3,244.04 but this was subject to change once all of the year end processing had taken place

Elizabeth Road Play Area

- Carry forward the underspend of £200.00 from cost code 805 litter bins to the 2018/19 financial year
- The outturn figure currently standing at £277.60 but this was subject to change once all of the year end processing had taken place

Marshlands

- Carry forward the underspend balance of £1,041.60 from cost code 2134 fire risk remedial work to the 2018/19 financial year
- Carry forward the underspend balances of £360.83 from cost code 2143 Flooring, £500 from cost code 2144 signage and noticeboards and £4011.78 from cost code 2147 contingency to reserves
- The outturn figure currently standing at £15,485.34 but this was subject to change once all of the year end processing had taken place

Town Development

- Carry forward the underspend balances of £500 from cost code 2117 Art Projects and £2940.51 from cost code town signage to the 2018/19 financial year
- The outturn figure currently standing at £6,523.84 but this was subject to change once all of the year end processing had taken place

The overall budgetary outturn position at the current time was an underspend of £29,335.34 plus earmarked reserves of £35,486.24. The Town Clerk advised Councillors that the final outturn position is subject to change as the year end processing is still taking place.

The Committee **RESOLVED** to note the budget to date (moved Cllr Rowland; seconded Cllr Beer)

161. Bank Reconciliation

The Town Clerk advised Councillors that the year end bank reconciliation had not yet been fully completed due to the year end processing. This is to be brought to a special meeting of the Finance and General Purposes Committee scheduled for the 1st May 2018.

162. Update on Actions arising from previous meetings

Finance System

The Town Clerk updated the Committee that the installation of the new Finance system was on hold until the new computer system had been installed.

IT System

The Town Clerk updated the Committee that the new computer system is on course to be installed in either the weeks commencing 23rd April or 30th April 2018

Photocopier

The Town Clerk confirmed that everything was proceeding as expected in terms of the photocopier. The new machine was due to arrive and be installed on Monday 23rd April and the old one to be collected around the same time, following the termination contract date of 20th April

Insurance

Following the decision made by the special meeting of the Finance Committee on 26th March, the insurance renewal has been completed and the Council is insured.

Annual Fire Risk Assessment

The Town Clerk confirmed that she had now received the risk assessment for the fire doors from the supplier and that a report would be going to the Estates Committee on 23rd April 2018

Labyrinth

The Town Clerk confirmed that she is endeavouring to get quotes from local grounds maintenance companies to bring back to a future meeting.

163. 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 item 11 as there was likely to be disclosure of confidential information as matters were being discussed which are commercially sensitive.

164. IT Support and Maintenance

The Town Clerk updated the Committee that she is still doing further investigation on the recurring monthly costs including the back up, Office 365 and IT support and to bring a report back to the next meeting.

The meeting ended at 8.20pm

Chairman: _____

Dated: _____



Minutes of the Special Finance & General Purposes Committee Meeting on Tuesday 1st May 2018

Present

Councillors: Sanham (Chairman), Beer and Squire

In attendance: Town Clerk

165. Apologies for Absence

Apologies were received and accepted from Cllrs Burrows, Rowland and Read.

166. Declaration of Interest

No declarations of interest were made

167. Standing Orders

Discussion took place around:

Standing Order 1 – Meetings generally

- Paragraph (j) be amended to delete the last sentence and to end the previous sentence with 'at the discretion of the chairman'
- Councillors felt that it would be a good idea to update the leaflet that was previously used so that members of the public know what they need to do in terms of speaking at meetings and also to add in reference to filming and recording meetings
- Paragraph (y) be amended to add the following 'If the meeting looks like it will go over the two hour limit, the Chairman will check with the Committee as to whether they wish to continue.'
- Paragraph (z) – the Committee asked the Town Clerk to check the Openness of Local Bodies Regulations 2014 regarding Councillors using electronic communications during meetings

Standing Order 2 – Ordinary Council Meetings

- Paragraph (j) bullet point v – to delete this bullet point
- Paragraph (j) bullet point xiv – to remove reference to the Data Protection Act 1998 and to include reference to the General Data Protection Regulations 2018

Standing Order 3 – Proper Officer

- Paragraph (a) – the Committee felt that the agenda should be published 5 clear days before the meeting as per good practice rather than the legal requirement of 3 clear days, together with all supporting documents
- Paragraph (i) - to remove reference to the Data Protection Act 1998 and to include reference to the General Data Protection Regulations 2018
- Paragraph (k) – to finish the sentence with 'in accordance with the General Data Protection Regulations 2018 and Document Retention Guidelines
- Paragraph (p) – to add in the wording 'in accordance with the Freedom of Information Act 2000)

Standing Order 5 – Motions requiring written notice

- Paragraph (d) in the last sentence delete the word 'clear' so that it reads at least 8 days before the meeting
- Keep paragraph (h) rather than deleting it as originally suggested

Standing Order 8 – Code of Conduct

- To add in another paragraph after (b) to refer to what happens, as per the Councils Code of Conduct, if a Councillor has a personal interest, i.e. declare interest, stay in the room, take part in the debate and vote.

Standing Order 10 – Minutes

- Paragraph (a) – to be reworded as follows 'draft minutes of all Council and Committee meetings to be copied to all councillors and published on the website'

Standing Order 13 – Voting on Appointments

- To add in at the end of the section the wording of 'The Council's Co-option Policy will be followed at all times'

Standing Order 16 – Committees and Sub-Committees

- Paragraph (d) – remove the bullet points v, vi, vii and ix as they are not relevant
- Paragraph (d) – add in a new bullet point which says 'may dissolve a committee'

Standing Order 20 – Estimates/Precepts

- Paragraph (b) – amend the wording so that instead of Proper Officer it reads 'F&GP Committee'

Standing Order 21 – Predetermination and Bias

- The standing order be amended from previous title of Canvassing of and recommendations by a Committee to Predetermination and Bias.
- Wording to be added in to reflect the areas of Predetermination and Bias

Standing Order 23 – Restrictions on Councillors Activities

- The Committee requested that the Town Clerk get advice on this section as to whether this applies to planning visits and allotments

Standing Order 25 – Matters affecting Council employees

- Once the Terms of Reference for the Personnel Committee have been agreed the Committee requested that the Town Clerk ensure that this section dovetails with the ToR

Standing Order 26 – Freedom of Information Act 2000 and Environmental Information Regulations 2004

- This Standing Order to be amended to include the General Data Protection Regulations 2018

Standing Order 28 – Liaison with District and County Councillors

- Paragraph (a) to be amended to 'together with the agenda and minutes'
- Paragraph (b) be removed

The Committee **RESOLVED** to recommend the standing orders to the Annual General Meeting of the Council on Tuesday 8th May for approval, subject to the amendments listed above.

(Moved Cllr Beer; seconded Cllr Squire)

168. Financial Regulations

Discussion took place around:

Section 2 – Annual Estimates (Budget) and Forward Planning

- Paragraph 2.1 amend the wording so that it reflects that the Council sets an annual budget and then produces an forward plan for 5 years

Section 3 – Budgetary Control and Authority to spend

- Paragraph 3.1 – to ask the Council AGM to refer this section back to the Finance Committee for further discussion as the Committee felt that a more detail debate is required on the levels of authorised expenditure
- Paragraph 3.3 – the Committee felt that the figure of £100 or 15% of the budget was acceptable
- Paragraph 3.4 - 3rd line down to remove the wording ‘Chairman of the’ so that it reads ‘copy schedule signed by the Clerk and the Personnel Committee’
- Paragraph 3.5 – to add some wording to make it clear that approval be done retrospectively at the next Committee

Section 4 – Accounting and Audit (Internal and External)

- Paragraph 4.4 - To check the wording with the NALC guidance as it doesn't seem to read correctly.
- Paragraph 4.10 – to amend the wording so that it reads ‘The Council will review their Internal Auditor every 3 years to ensure that independence and objectivity are maintained

Section 5 – Banking arrangements and Cheques

- Paragraph 5.1 – to remove the last sentence but Finance Committee to review this and consider adding it in if the Council decides to start using internet banking
- Paragraph 5.6 to be amended to show that cheque signatories to be reviewed by Council at the first meeting of the financial year

Section 7 – payment of salaries

- Paragraph 7.4 – in light of the changes under the new GDPR to move the Events Officer salary so that it is under the administration budget and that details of her salary are not obvious to members of the public

Section 10 – Orders for work, goods and services

- To include a paragraph on pro-forma invoices to make it clear that a pro-forma invoice will only be paid in exceptional circumstances and only where there is a clear audit trail to accompany the pro-forma invoice

Section 14 – Assets, Property and Estates

- Paragraph 14.2 – the financial limit to be £200 rather than £50

Section 19 – Finance System

- Paragraph 19.2 – that the words ‘and any members using computers for the council's financial business’ be removed

The Committee **RESOLVED** to recommend the Financial Regulations to the Annual General Meeting of the Council on Tuesday 8th May for approval, subject to the amendments listed above.

(Moved Cllr Beer; seconded Cllr Squire)

169. Internal Controls

Discussion took place around:

- The need to consider the process and procedure for the debit card at the next meeting of the Finance and General Purposes Committee.

The Committee **RESOLVED** to recommend the Internal Controls to the Annual General Meeting of the Council on Tuesday 8th May for approval.
(Moved Cllr Beer; seconded Cllr Squire)

170. Asset Register

The Committee **RESOLVED** to recommend the Asset Register to the Annual General Meeting of the Council on Tuesday 8th May for approval.
(Moved Cllr Beer; seconded Cllr Squire)

171. Risk Assessment

The Town Clerk confirmed that, following the consideration of the risk assessment by the Councillors working group, that the risk assessment system is in the process of being updated and the report will be brought back to the next meeting of the Finance and General Purposes Committee

172. Bank Reconciliation

The Committee reviewed the Bank Reconciliation as at the 31st March 2018, including the bank statement, the list of outstanding payments and receipts that have not yet been received.

The Committee **RESOLVED** to approve the bank reconciliation as at the 31st March 2018.
(Moved Cllr Beer; seconded Cllr Squire)

173. Budget Outturn for 2017/18

The Town Clerk updated the Committee on the outturn position following the year end adjustments.

Discussion took place around the changes following the report to the Committee on the 16th April 2018, as follows:

Administration

- The outturn position had changed as some of the expenditure relating to the Town Guide had gone against the Parishes Together project code 2167 meaning that the outturn figure now stands at -£1,633.89

Allotments

- The outturn position had changed and is now £825.73

Amenities

- The outturn position had changed and is now £1,943.70

Community

- The underspend balance for the Air Ambulance donations code 2157 had changed due to the production of a map for the planning process. The outturn figure for carrying forward is now £5,536.82

Marshlands

- The outturn figure had changed slightly and is now £15,480.44

Parishes Together Funding

- The Town Clerk confirmed that the Parishes Together funding awarded at the end of the 2017/18 financial year has been received and that this is now showing a zero balance at year end.

The overall budgetary outturn position at the end of the 2017/18 financial year was an underspend of £29,592.33 plus earmarked reserves of £27934.24.

The Committee **RESOLVED** to note the budget outturn report and recommended that it be presented to the next meeting of the Council.
(moved Cllr Beer; seconded Cllr Squire)

The meeting ended at 9.45pm

Chairman: _____

Dated: _____