



Minutes of the Finance & General Purposes Committee Meeting on Monday 13th November 2017

Present

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

In attendance: Town Clerk

82. Apologies for Absence

Apologies were received and accepted from Councillors Pigott and Squire.

83. Declaration of Interest

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

84. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 16th October 2017.

(Moved Cllr Beer; seconded Cllr Sanham)

85. Public question time.

There were no members of the public present.

86. Payments and Receipts and SAGE report

Payments

The Committee **RESOLVED** to approve the payments to date for the 2017/18 financial year.

(moved Cllr Beer; seconded Cllr Rowland)

Receipts

The Committee **RESOLVED** to approve the receipts to date for the 2017/18 financial year.

(moved Cllr Rowland; seconded Cllr Chadwick)

Sage Report

The Committee reviewed the audit trail report and aged debtors reports from Sage.

The Committee **RESOLVED** to approve the Sage reports and that the aged debtors report be presented to the Committee's future meetings

(moved Cllr Beer; seconded Cllr Sanham)

87. Petty Cash expenditure.

Councillors checked the petty cash and agreed the total to be correct
The Committee **RESOLVED** to approve the petty cash reconciliation to date.
(moved Cllr Rowland; seconded Cllr Read)

88. Budget to date

Discussion took place around:

- The Town Guide and that due to outsourcing the contract the contractors will receive the income from any advertising sold so the income target of £1,500 will not be realised. The cost of producing the guide will be £4,000 plus an additional fee of £400 for producing the events guide
- Cllr Sanham queried whether the expenditure for the taking down of the seafront banners and bunting had gone through. The Town Clerk confirmed that the town centre banners are being taken down to enable the Christmas Light motifs to be put up in their place this week. It was agreed that a quote be sought from Harcombe, to make sure there is sufficient provision in the budget for putting up and removing the seafront banners and town bunting in the summer, and whether there will be any additional charge for removing the town centre banners for the Christmas lights and then replacing them.
- Cllr Beer asked if the Grounds Maintenance Contract was on budget. The Town Clerk confirmed that it was
- Cllr Chadwick asked about the level of cost in terms of the gas and electric bills. The Town Clerk confirmed that the meter readings listed on the bills are accurate and that in order to reduce the cost of the energy bills the Council needs to consider replacing the boilers and fitting valves or replacing the radiators. Quotes are being obtained and will go to Estates in due course

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

89. Bank Reconciliation

The Committee **RESOLVED** to approve the bank reconciliation as at the 31/10/17
(moved Cllr Rowland; seconded Cllr Beer)

90. Five Year Budget

The Committee considered the second draft of the 5 year budget covering the period of 2018/19 to 2022/23, which has been updated to incorporate the changes as per the minutes from 16th October 2017.

Discussion took place around the following:

Income

- Allotments – The Town Clerk to meet with Cllr Squire to look at the allotments actual income, spend and budget in more detail;
- Cyclefest code 2089: it was agreed that a budget of £6,000 be added to the budget

Expenditure

- Code 103, clerk and Councillor training – it was felt appropriate to increase the budget to £700 for the 19/20 financial year due to this being an election year and it being likely that new Councillors would need training

- Allotments – The Town Clerk to meet with Cllr Squire to look at the allotments actual income, spend and budget in more detail;
- Code 2154, Insurance – there is a need to consider insurance provision as a whole. This will be done in early 2018
- Codes 801 and 901, ROSPA inspections – it is suggested that the price be increase by a RPI of 3% per annum
- Code 805, litter bins Elizabeth Road – discussion as to whether the Council provide an additional litter bin as per the 2017/18 budget of £200. The Town Clerk is to discuss this with EDDC
- 206, Elections – The Committee asked the Town Clerk to find out the cost of administering an election from EDDC
- 2132, PAT testing – it was suggested that the budget be amended to reflect the price of the 2017 testing plus an RPI increase
- The need to add in a budget of £500 for the snow and flood warden in case this is needed
- It was felt it would be prudent to set a budget for the Seafront Enhancement Scheme and that this figure plus the ear marked reserve total to £20,000
- The need to add in £1,600 for a speed sign for Seaton Down Hill as match funding had been offered by DCC

The Committee **RESOLVED** that the draft 5 year budget be noted and that the items above be incorporate into the budget before it is brought back to the Committee in December.

(moved Cllr Rowland; seconded Cllr Chadwick)

91. Risk Assessment

The Committee **RESOLVED** to carry forward the risk assessment to the December meeting of the Committee

(moved Cllr Sanham; seconded Cllr Beer)

92. External Auditors Report

The Committee **RESOLVED** to note the revised report of the External Auditor

(moved Cllr Beer; seconded Cllr Rowland)

93. IT Provision

The Committee **RESOLVED** that all proposals outlined in the paper by the Town Clerk are costed, 3 quotes are obtained and a report is brought back to the Finance Committee

(moved Cllr Sanham, seconded Cllr Beer)

94. Finance System

The Committee **RESOLVED** that the Council would purchase the RBS Rialto system and that they would have it up and running before the start of the new financial year and that the Town Clerk give notice to Scribe and Sage as the current providers.

(moved Cllr Beer; seconded Cllr Rowland)

95. Update on Actions arising from previous meetings (for information)

- a) Benchmarking re the photocopier – The Town Clerk confirmed that she is meeting with the current supplier on 16th November.
- b) Annual Fire Risk Assessment – The Town Clerk confirmed that the Fire Risk Assessment is due to be completed on 14th November and that the Fire Alarm panel is also being serviced on that date
- c) DALC training for chairman and chairs of committees – The Town Clerk confirmed that DALC have sent round information stating that they are not able to undertake any bespoke training until the new year due to staffing shortages
- d) Water bill for the Pavilion – The Town Clerk confirmed that South West Water Business are due to meet with the Town Maintenance Person on site on 17th November to resolve this matter
- e) Previous maintenance of Labyrinth – Town Clerk will chase up the individual who produced the last report
- f) Footpaths & footpath wardens – Town Clerk confirmed that we will advertise for some more footpath wardens
- g) Community Enhancement Fund – the Town Clerk confirmed that she is liaising with DCC street lighting department and EDDC regarding the painting of street furniture

The meeting closed at 21:55 pm

Chairman

Date
