



Minutes of the Finance & General Purposes Committee Meeting on Monday 13th August 2018

Present

Chairman: Cllr Beer
Councillors: Burrows, Ledger, Read and Sanham
In attendance: Town Clerk

42. Apologies for Absence

Apologies were received and accepted from Cllrs Hartnell, Rowland and Squire.

43. Declaration of Interest

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

Councillor Beer declared a Personal Interest in agenda item 20 as one of the contractors is known to him

44. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting on Monday 16th July 2018 (moved Cllr Sanham; seconded Cllr Read)

45. Public Question Time

There were no members of the public present

46. Payments and Receipts and unpaid invoices report

The Committee reviewed the reports from the new Finance System.

Payments

Discussion took place around:

- British Gas and the amount paid for energy and the need to get an engineer out to see if they can switch off the boiler in the other part of the building
- The period covered on the electric bill
- The website hosting charge for Blaze and which website that related to. Whether the contracts for the hosting of the various websites could be combined into one, getting a cheaper deal using a national company
- The payment to Archant for the Natural Seaton Festival being coded against the events budget
- Cheque 008929 was actually written to John Widger but was incorrectly entered on the system as a payment for One Voice media
- Which reports the Committee preferred and to keep the cost centre report and the cashbook report

The Committee **RESOLVED** to get an engineer to switch off the gas supply in the other part of the Marshlands building
(moved Cllr Beer; seconded Cllr Sanham)

The Committee **RESOLVED** to switch to using a national supplier for the hosting of the various Council websites as and when their renewal dates become due
(moved Cllr Ledger; seconded Cllr Read)

Receipts

Discussion took place around:

- Whether any more income would be coming in for the Town Hall in this financial year. The Town Clerk confirmed that the figure listed on the finance system related to the recharges for 2017/18 and that the first quarter recharge from East Devon District Council had been paid and an invoice would be raised for the Gateway for their portion of the costs
- the reports and the consensus that the sales ledger listing report was the report the Committee wish to have each month

Unpaid Invoices

Discussion took place around:

- The need to write off the debt relating to Indulgence Cakes
- The reports and the Committee wish to have the Unpaid invoices by date report each month

The Committee **RESOLVED** to approve the payment, receipts and unpaid invoices reports
(moved Cllr Beer; seconded Cllr Burrows)

47. Petty Cash expenditure

The Committee **NOTED** the petty cash reconciliation report
(moved Cllr Beer)

48. Budget to date

The Committee reviewed the budget report from the new Finance System.

Discussion took place around:

- The need to see if the brought forward budget had now been pulled through to the Cost Centre Report
- The need for the Town Clerk to go back to Rialtas to see if the Council can swap the purchase ledger module for the enhanced budget module
- The need to have an anticipated budget outturn figure at the year end included in the reports
- The Town Clerk to email around the general reserve figure

The Committee **APPROVED** the budget to date
(moved Cllr Beer)

49. Bank Reconciliations

The Committee reviewed the bank reconciliation reports for the months of July 2018. The Committee confirmed that they did not need to have the Bank Reconciliation report circulated and just require the Bank Reconciliation Summary report

The Committee **RESOLVED** to approve the bank reconciliation reports for July 2018 (moved Cllr Beer)

50. Finance System Reports

The Committee confirmed that this item was covered in the earlier agenda items

51. Motion for Debate

Cllr Sanham confirmed that Andrew Hancock had confirmed that there was an opportunity for the Council to ask EDDC to include a project for the painting of the EDDC street lamps as part of their budget setting.

The Committee **RESOLVED** that a proposal is made to East Devon District Council for their support of the Town Council's plans to upgrade the town's street furniture by requesting they make provision in their next budget to paint all street lamps in their ownership

(moved Cllr Sanham; seconded Cllr Read)

52. Risk Assessment

The Committee considered part 1 of the Risk Assessment. Discussion took place around:

- The allotments section is postponed until the Town Clerk and Cllr Squire have reviewed it
- The cost of fire warden training
- Whether places for fire warden training could be sold to other local Councils

The Committee **RESOLVED** to approve part 1 of the risk assessment with the exception of the allotments section

(moved Cllr Beer)

53. Cyber Security Checklist

The Town Clerk confirmed that this would be coming to the September meeting

54. Update on actions arising including Marshlands

The Town Clerk confirmed that this would be coming to the September meeting

55. Confidential Items

The Chairman moved, and the Council agreed, that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussions of items 15 to 20 on this agenda as there is likely to be a disclosure of commercially sensitive information

56. Payment from East Devon District Council

The Committee **RESOLVED** that Cllr Burrows liaise with EDDC to find out what areas of the town EDDC are responsible for

(moved Cllr Beer; seconded Cllr Sanham)

57. Marshlands

The Committee **RESOLVED** to go ahead and get new tenants for Marshlands

(moved Cllr Beer; seconded Cllr Burrows)

Cllr Burrows left the meeting following this agenda item

58. Energy Quotations

The Committee **RESOLVED** to:

- 1) Enter into a 3 year contract for Electricity with British Gas Lite from 17th September 2018
- 2) Enter into a 3 year contract for Gas with Gazprom from 17th September 2018
- 3) To use 'Make it Cheaper' to complete the switching process
(moved Cllr Sanham; seconded Cllr Ledger)

59. EPC Quotations

The Committee **RESOLVED** that Paul Baker's quote be accepted for an EPC
(moved Cllr Burrows; seconded Cllr Ledger)

60. Fire Door Quotations

The Committee **RESOLVED** that this item come back to the next Committee meeting
(moved Cllr Beer)

61. Window Cleaning Quotations

The Committee **RESOLVED** that the contract be awarded to Seaton and District Window Cleaning for a 3 month trial
(moved Cllr Sanham; seconded Cllr Read)

The meeting ended at 9.35pm

Chairman: _____

Dated: _____