



Minutes of the Finance & General Purposes Committee Meeting on Monday 17th December 2018

Present

Chairman: Cllr Rowland
Councillors: Burrows, Read, Rowland, Sanham & Squire
In attendance: Town Clerk
No public

121. Election of a Chairman

The Committee **RESOLVED** to appoint Cllr Rowland as the Chairman of the Committee for this meeting only
(moved Cllr Squire; seconded Cllr Read)

122. Election of Vice Chairman

The Committee **RESOLVED** to defer the appointment of a Vice Chairman until a new Chairman has been appointed
(moved Cllr Rowland).

123. Apologies for Absence

Apologies were received and accepted from Cllrs Hartnell and Ledger.

124. Declaration of Interest

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

125. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting held on Monday 19th November 2018, subject to the following changes

- Minute 106 payments bullet point 6 – amended to state that ‘Cllr Sanham raised concerns are the Communities Committee had been waiting for quotes for this work’
- Minute 106 payments bullet point 7 – amended to state that Cllr Sanham had queried whether a press release had been done as well
- Minute 110 reference to budget code 605 had been duplicated so one removed
- Minute 116 amended to read as the Admin and Finance Assistant rather than Officer Johnson

(moved Cllr Sanham; seconded Cllr Read)

126. Public Question Time

There were no members of the public present

127. Payments, Receipts and Unpaid Invoices

Payments

Discussion took place around:

- Whether the £3 invoice from Gazprom was for the Beacon. The Town Clerk confirmed that it was not and related to Marshlands and that the cost of the gas for the Beacon was in the invoice to Tower Garage
- Core Office IT and what the monthly fee relates to. The Committee requested that a report from the Town Clerk comes back to the January meeting
- How long the Silent Solider should stay up and who is responsible for it and the need to contact the Royal British Legion to clarify the situation
- What Edward Jacobs payment related to. The Town Clerk confirmed that it related to the movement and tuning of his piano for the Christmas Light Switch on event in 2017

The Committee **RESOLVED** to that the Royal British Legion be contacted to ascertain how long the Silent Solider should stay up for and who is responsible for it (moved Cllr Sanham; seconded Cllr Rowland)

Income

Discussion took place around:

- What did the amount of £10.13 relate to. The Town Clerk confirmed that it was an allotment invoice for someone that had taken it part way through the year meaning that it was pro rata
- The report and the need to have a summary sheet showing how income is split across income budget codes rather than a system report

The Committee **RESOLVED** that a summary sheet be produced on a monthly basis giving details of the income received split across the income budget codes (moved Cllr Sanham; seconded Cllr Squire)

Unpaid Invoices

The Committee **RECOMMENDED** to Council that the debt relating to account code SWE001 for £5.10 be written off (moved Cllr Squire; seconded Cllr Read)

128. Petty Cash

The Committee **RESOLVED** that the petty cash reconciliation report and reimbursement are authorised (moved Cllr Rowland; seconded Cllr Read)

129. Budget to Date

Discussion took place around:

- Commitments and projections for the remainder of the year
- The need to have an inventory in place for crockery, cutlery and other items in the kitchen
- Why recruitment advertising is accounted for under both the Administration Budget and the Town Development Budget
- What is included under Civic expenses
- What is included in the Air Ambulance income

The Committee **RESOLVED** that a special meeting of the Finance and General Purposes Committee take place on Monday 14th January 2019 and a special meeting of Council take place on Monday 21st January to discuss the budget for 2019/20

(moved Cllr Read; Seconded Cllr Squire)

130. Bank Reconciliation

The Committee **RESOLVED** to approve the bank reconciliation up to the 30th November 2018

(moved Cllr Read; seconded Cllr Sanham)

131. Budget for 2019/20

The Committee **RESOLVED** to defer the discussion on the Budget for 2019/20 to the special meeting of the Finance and General Purposes Committee on Monday 14th January 2019.

(moved Cllr Rowland; seconded Cllr Squire)

132. Debt Management Policy

The Town Clerk confirmed that the Policy had not been sent out with the papers therefore it would be on the agenda for January 2019

133. Update on Actions Arising

The Town Clerk confirmed that the actions arising from the last meeting had been actioned and that an update would be sent to all Committee members on the queries that were raised at the November meeting.

134. 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 17 on this agenda as there is likely to be a disclosure of commercially sensitive information

135. PAT Testing

The Town Clerk confirmed that 64 items were tested during the last PAT testing and it was agreed that revised quotes come back to the January 2019 meeting.

136. Update on Marshlands Office Space

The Committee **RESOLVED** that three quotes be obtained for carpets for offices 5 and 6 on the ground floor

(moved Cllr Rowland; seconded Cllr Read)

The Committee **RESOLVED** that the Caretaker role for Marshlands is referred to the Personnel Committee for further consideration

(moved Cllr Squire; seconded Cllr Sanham)

The Committee **RESOLVED** to give Ms Cox a refund in respect of her recent room booking

(moved Cllr Rowland; seconded Cllr Read)

Cllr Burrows left during this item of business

137. Payment from EDDC

The Committee agreed to defer this item to the next meeting in January 2019

The meeting ended at 9.20pm

Chairman: _____

Dated: _____