



Minutes of the Finance & General Purposes Committee Meeting on Monday 21st May 2018

Present

Chairman: Cllr Hartnell
Councillors: Beer, Burrows, Read, Rowland and Squire
In attendance: Town Clerk

1. Election of a Chairman

Cllr Squire nominated Cllr Hartnell as Chairman of the Finance and General Purposes Committee for the 2018/19 Municipal Year

Cllr Rowland seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Hartnell as Chairman of the Seaton Town Council Finance and General Purposes Committee for the 2018/19 Municipal Year.

2. Election of a Vice Chairman

Cllr Squire nominated Cllr Beer as Vice Chairman of the Finance and General Purposes Committee for the 2018/19 Municipal Year

Cllr Read seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Beer as Vice Chairman of Seaton Town Council Finance and General Purposes Committee for the 2018/19 Municipal Year.

3. Apologies for Absence

Apologies were received and accepted from Cllr Sanham.

4. Declaration of Interest

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

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

5. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 16th April 2018

(moved Cllr Rowland; seconded Cllr Read)

The Committee **RESOLVED** to approve the minutes of the Special meeting on Tuesday 1st May 2018.

(Moved Cllr Squire; seconded Cllr Beer)

6. Public Question Time

There were no members of the public present

7. Payments and Receipts and SAGE report

Receipts 2017/18

The Committee **RESOLVED** to approve the receipts report
(moved Cllr Hartnell)

Payments 2017/18

Discussion took place around:

- The reason for the two payments to Amrik Singh – the Town Clerk confirmed that one payment was to fix a problem with her email account and the other was to provide the photocopier company with the technical specification for the set up process
- The choice of the charities for donations made by the Mayor from the Chairman's Allowance

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

Receipts 2018/19

The Committee discussed whether it was appropriate to include the names of the allotment holders on the receipts report due to the new General Data Protection Regulations and the Town Clerk will discuss this with the new Finance System software provider.

The Committee discussed the need for terms of business as well as a debt management policy

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

Payments 2018/19

Discussion took place around:

- The reason for the payment to Sunshine Clothing – the Town Clerk confirmed that payment was for the putting up and taking down of the gazebos for the April Artisan Market

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

8. Petty Cash expenditure

The Committee noted that this would be carried forward to the next report

9. Budget to date

The Town Clerk confirmed that there was no report to present at the current time as the Council is currently in between finance systems.

10. Bank Reconciliation

The Town Clerk confirmed that there was no report to present at the current time as the Council is currently in between finance systems.

11. Terms of Reference

Discussion took place regarding:

- The need to keep the specific delegated powers section for the Finance Committee and to add in the Estates powers immediately following this
- The need to amend condition 4 to reflect that the Town Clerk would support this committee
- Delete Finance Committee specific delegated power 9

The Committee **RESOLVED** to agree the Terms of Reference subject to the above listed amendments
(moved Cllr Rowland; seconded Cllr Burrows)

12. Use of the debit card

The Committee **RESOLVED** that Cllrs Hartnell and Burrows would liaise with the Town Clerk and Bank to amend the name on the debit card
(moved Cllr Hartnell; seconded Cllr Burrows)

13. Update on Actions arising from previous meetings

Finance System

The Town Clerk confirmed that the new Computer System had been installed and that the new Finance System would be installed shortly.

IT System

The Town Clerk updated the Committee that the new computer system had been installed

Labyrinth

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

The meeting ended at 8.05pm

Chairman: _____

Dated: _____