



To: All Members of the Finance & General Purposes Committee

Finance & General Purposes Committee Meeting Monday 16th April 2018

Councillors: K. Beer, P Burrows, C Chadwick, M. Pigott, S. Read, J. Rowland, H. Sanham, D. Squire

4th April 2018

Dear Councillor,

You are hereby summoned to attend a meeting of the **Finance & General Purposes Committee** on Monday 16th April 2018 at 7pm 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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|-----------------------|---|
| 17/F&GP/01 | Apologies for Absence. |
| 17/F&GP/02 | 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. |
| 17/F&GP/03 | Minutes of the previous meeting.
To approve the minutes of the meeting held on Monday 12 th March 2018 and the special meeting held on Monday 26 th March 2018. |
| 17/F&GP/04 | Public question time.
To allow questions or reports from members of the public. |

- 17/F&GP/05** **Payments and Receipts and SAGE report**
To approve payments and receipts and SAGE report for the 2017/18 and 2018/19 financial year
- 17/F&GP/06** **Petty Cash expenditure.**
To approve the petty cash reconciliation as at 31st March 2018
- 17/F&GP/07** **Budget to date**
To consider the budget to date for the 2017/18 financial year and the likely outturn position at the year end
- 17/F&GP/08** **Bank Reconciliation**
To approve the bank reconciliation as at the 31/03/18
- 17/F&GP/09** **Update on Actions arising from previous meetings:**
- a) Finance System**
 - b) IT System**
 - c) Photocopier**
 - d) Insurance**
 - e) Annual fire risk assessment**
 - f) Previous maintenance of Labyrinth**
- 17/F&GP/10** **Confidential Items**
The Chairman will move that in accordance with the Council's Standing Order 1(c) press and public will be excluded from the meeting during the discussions of item 11 on this agenda as there is likely to be a disclosure of commercially sensitive information
- 17/F&GP/11** **IT support and maintenance**
To consider the quotes in relation to IT support and maintenance



Minutes of the Finance & General Purposes Committee Meeting on Monday 12th March 2018

Present

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

In attendance: Town Clerk

135. Apologies for Absence

No apologies were received. Cllr Pigott was absent

136. Declaration of Interest

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

137. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 12th February 2018.

(Moved Cllr Read; seconded Cllr Squire)

138. Public question time.

There were no members of the public present.

139. Payments and Receipts and SAGE report

Payments

Discussion took place around:

- The Tourist Information Centre and the need to discuss with them the Service Level Agreement and what the Council expects to see from them in the future
- The invoice for Vision ICT and the development of a new Council website on Wordpress

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

(moved Cllr Rowland; seconded Cllr Read)

Receipts

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

(moved Cllr Rowland; seconded Cllr Read)

SAGE

The Town Clerk updated the Committee confirming that invoices were outstanding in terms of room rental and leases and that these are being chased regularly.

140. Petty Cash expenditure.

The Committee **RESOLVED** to approve the petty cash reconciliation to date.
(moved Cllr Beer; Cllr Read)

141. Budget to date

The Town Clerk confirmed that the outturn position was on course to be as per discussed at the meeting in February.

Discussion took place around the following:

- The payroll service and if a budget had been set for 2018/19
- The need to transfer £700 across from Allotments to Admin to cover the cost of the time of the admin staff on Allotments
- The need to transfer the partial cost of the gazebo weights from the Artisan Markets code to the Community events code
- The costs for the health event to be coded to the Judicial Review cost code rather than coming from the Chairman's Allowance
- Whether all money had been received for the Air Ambulance project
- The need to transfer the cost of councillor expenses to code 104 under the Administration budget

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

142. Bank Reconciliation

The Committee **RESOLVED** to approve the bank reconciliation as at the 28/02/18
(moved Cllr Beer; seconded Cllr Squire)

143. Risk Assessment

Discussion took place around the following:

Allotments

- The need to link the allotments risk assessment on the website to the risk assessment and the possibility of including reference to an addendum
- The need to have two lots of risks for Allotments – one will be relating to the Allotments site itself and the other to be a more general Allotments risk assessment

Christmas Lights and Light Switch on Events

- Risk 837 - The need to be clear as to who is responsible for checking the gazebos prior to the event
- Risk 831 - Does the company that erects the stage have appropriate public liability insurance
- Risk 839 - Are details of ingredients and allergens listed for people visiting the food stalls
- Risk 822 - Who is erecting the Christmas lights and are they appropriately qualified to work at height
- Risk 840 - Add in clear information to the Terms and Conditions for Artisan Market and food traders to ensure that they dispose of rubbish from their stalls

- Risk 833 - Load in and out instructions for stall holders to include more information on health and safety
- Risk 836 - The need to have a plan B for cancelling events due to inclement weather and the use of social media and the website
- Risk 838 – remove the first line of the mitigating control
- Risk 830 – change the wording so that risk reads Moving vehicles colliding with member of the public

Computing

- Risk 27 - links with the consideration of system upgrade and the need to use encryption including encrypted memory sticks

Council meetings

- Risk 218 - Amend to read sufficient seating available for Councillors, press and public
- Risk 217 – remove the reference to assistant to the Town Clerk
- Risk 319 – Controls will be the fire evacuation procedure, first aid box on site and statement made at the start of the meeting if public present re fire evacuation

Council Property and Documents

- Risk 43 – need to add in the inventory and investigate if valuable items can be security stamped or marked
- Risk 46 – need to consider a document retention policy following best practice guidelines and also storage at the County Records Office

Data Protection

- Needs to be reviewed once the Town Clerk has attended training on the General Data Protection Regulations
- Need to consider a training log for all officers and Councillors

The Committee **RESOLVED** that a small group of Councillors from the Committee look at the risk assessment in more detail and the updated risk assessment come back to the next meeting

(moved Cllr Squire; seconded Cllr Read)

Cllrs Squire, Sanham and Read to meet to consider the risk assessment

144. Community Infrastructure Levy (CIL) funds

Discussion took place around:

- The need to know where we are in terms of CIL and S106

The Committee **RESOLVED** that the Town Clerk contact the S106 and CIL officer at East Devon District Council for an update as to the amounts in those pots for Seaton (moved Cllr Squire; seconded Cllr Rowland)

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

- a) Finance System – The software company have now put together the basic structure of the reports. Discussing the date of the system installation in light of the potential to replace the computer system.
- b) Photocopier – References have now been received in respect of the new supplier and the paperwork is being sorted out. Notification has been given to the current supplier. Change over likely to be on 21st or 22nd April
- c) Fire risk assessment – Still waiting for the supplier to send the report on fire doors before the action plan can go back to Estates Committee
- d) Previous maintenance of Labyrinth – The Town Clerk confirmed that the Jurassic Coast Team had been unable to assist and that she was contacting Tony Bengner to see if he can provide quotes as to the price of maintaining the Labyrinth
- e) Community Enhancement Fund – the Town Clerk confirmed that she has continued to liaise with DCC street lighting department and EDDC regarding the painting of street furniture and is waiting for DCC to provide a quote for the cost of their operatives painting the street furniture

146. 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 items 13 and 14 as there was likely to be disclosure of confidential information as matters were being discussed which are commercially sensitive.

147. Computer System

The Committee noted that the Town Clerk was still waiting for quotes to come back from further local suppliers and that a special meeting be convened to consider them.

148. Insurance

The Committee noted that the Town Clerk was still waiting for quotes to come back from providers that specialise in local council insurance and that a special meeting be convened to consider them.

The meeting ended at 9.15pm

Chairman: _____

Dated: _____



Minutes of the Finance & General Purposes Committee Meeting on Monday 26th March 2018

Present

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

In attendance: Town Clerk

149. Apologies for Absence

Apologies were received and accepted from Cllr Pigott

150. Declaration of Interest

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

151. 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 items 04 and 05 as there was likely to be disclosure of confidential information as matters were being discussed which are commercially sensitive.

152. Computer System

The Committee **RESOLVED** to select Core Office IT for the systems upgrade for 3 computers with single screens and a laptop.
(moved Cllr Rowland; seconded Cllr Squire)

The Committee **RESOLVED** that the Town Clerk do 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.
(moved Cllr Sanham; seconded Cllr Squire)

153. Insurance

The Committee **RESOLVED** to continue with Zurich Municipal until the end of the contract in April 2019.
(moved Cllr Rowland; seconded Cllr Read)

The meeting ended at 7.00pm

Chairman: _____

Dated: _____

