



## Minutes of the Finance & General Purposes Committee Meeting on Wednesday 31<sup>st</sup> May 2017

### Present

**Councillors:** K. Beer, P Burrows, C Chadwick, M. Pigott, J. Rowland and H. Sanham

**In attendance:** Town Clerk

### 1. Election of Committee Chairman

The Committee **RESOLVED** that Cllr Sanham be elected as Chairman of the Finance and General Purposes Committee for the 2017/18 Municipal Year

(moved Cllr Beer; seconded Cllr Rowland)

### 2. Election of Vice Chairman

The Committee **RESOLVED** that Cllr Beer be elected as Vice-Chairman of the Finance and General Purposes Committee for the 2017/18 Municipal Year

(moved Cllr Sanham; seconded Cllr Rowland)

### 3. Apologies for Absence

Apologies were received from Cllr Squire and the Committee **RESOLVED** to accept her apologies

### 4. Declaration of Interest

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

### 5. Minutes of the previous meeting

There following amendments were requested to be made to the minutes of the meeting held on the 3<sup>rd</sup> April 2017:

- Minute 17/F&GP/2277, Receipts – when talking about the DCC Locality budget it should read 'Locality Budget reference the vehicle activation sign for Seaton Down Hill

- Minute 17/F&GP/2277, SAGE report – the section on training should read as ‘officers need additional training on SAGE if it resolves to move to SAGE in entirety
- Minute 17/F&GP/2279, budget to date – the code 609 was queried under bullet point 7 and the Town Clerk was asked to check the code and amend if incorrect
- Minute 17/F&GP/2279, budget to date – bullet point 9, it was agreed to remove the last sentence ‘Members discussed current recruitment levels are the TIC
- Minute 17/F&GP/2283 – the minutes to be altered to reflect that the F&GP Committee recommended to the Communities Committee

It was **RESOLVED** that the amended minutes be returned to the next Finance and General Purposes Committee meeting on the 26<sup>th</sup> June for approval.

## **6. Finance & General Purposes Committee Terms of Reference for the Municipal Year 2017/2018**

The Committee **RESOLVED** to agree the Terms of Reference for the Finance Committee.

(moved Cllr Rowland; seconded Cllr Pigott)

## **7. Public question time.**

There were no members of the public present.

### **Payments and Receipts and SAGE report**

Receipts for the 2016/17 financial year – the Town Clerk reported that there were three invoices outstanding where the Council had not yet received money. These were being actively chased up.

It was **RESOLVED** that the Town Clerk draft a debt management policy for the Committee to consider at a future meeting.

(moved Cllr Sanham; seconded Cllr Burrows)

The Town Clerk confirmed that the SAGE report would come before the next Finance and General Purposes Committee meeting.

Following discussion, the Committee **RESOLVED** to approve the payments and receipts for the 2016/17 and 2017/18 financial year.

(moved Cllr Sanham; seconded Cllr Beer)

### **Petty Cash expenditure.**

The Committee **RESOLVED** to approve the petty cash reconciliation as at the start of the 2017/18 financial year

(moved Cllr Sanham; seconded Cllr Rowland)

### **Budget to date**

#### 2016/17 financial year

The Committee reviewed the outturn position for the 2016/17 financial year budget.

Discussion took place regarding:

- Transferring money from the allotments budget to cover the costs of administration, photocopying and postage.
- The fact that in some areas such as the Grounds Maintenance Contract the expenditure was greater than budget as fourteen invoices had been paid in the 2016/17 financial year rather than twelve (due to invoices from the 2015/16 financial year being incorrectly paid at the start of the 2016/17 financial year).
- The outturn position of the Council being an overspend of £58,514 due to the exceptional item of purchasing a building in the 2016/17 financial year through the existing finances of the Council.

The Committee **RESOLVED** to transfer £1400 from the allotments budget to the Administration budget in the 2017/18 financial year  
(moved Cllr Sanham; seconded Cllr Rowland)

The Committee **RESOLVED** to approve the outturn position for the budget for the 2016/17 financial year  
(moved Cllr Sanham; seconded Cllr Rowland)

#### 2017/18 financial year

The Committee reviewed the budget to date for the 2017/18 financial year.

Discussion took place regarding:

- Re-coding the Councillors travel expenses from cost code 204 to 104
- Splitting out the information regarding leases so that they are all shown individually

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

#### **Bank Reconciliation**

The Town Clerk explained that she had found it difficult to reconcile the bank statement due to some accounting entries from previous financial years. Therefore, a reconciliation adjustment had to be added to balance the bank reconciliation. This was reviewed by the Internal Auditor.

The Committee **RESOLVED** to approve the bank reconciliation as at the 31/03/17

(moved Cllr Beer; seconded Cllr Pigott)

#### **Risk Management**

The Town Clerk introduced Councillors to the Local Council Risk System, which was a pre-populated system that could be used for managing risks effectively and meeting the requirements of the Annual Governance Statement in future years. A risk report would now be brought to the Committee on a quarterly basis, starting in July. It was agreed that the expenditure be coded to 120 legal and professional fees.

The Committee **RESOLVED** to approve the purchase of software  
(moved Cllr Rowland; seconded Cllr Burrows)

### **Standing Orders**

Discussion took place about setting up a working group to look at the Standing Orders and reviewing them against the National Association of Local Councils (NALC) model standing orders

The Committee **RESOLVED** to set up a working group of Cllrs Sanham, Beer and Burrows to review the Standing Orders prior to them coming back before the Committee

(moved Cllr Sanham; seconded Cllr Burrows)

### **Financial Regulations**

The Committee **RESOLVED** that the working group review the Financial Regulations prior to them coming back before the Committee

(moved Cllr Sanham; seconded Cllr Burrows)

### **Internal Controls**

The Committee **RESOLVED** that the working group review the Internal Controls prior to them coming back before the Committee

(moved Cllr Sanham; seconded Cllr Pigott)

### **Asset Register**

The Committee **RESOLVED** to approve the Council's Asset Register

(moved Cllr Rowland; seconded Cllr Chadwick)

### **Insurance Arrangements**

Discussion took place regarding the three-year contract that the Council has for its insurance and when was the best time to look at market testing the prices.

The Committee **RESOLVED** to look at the cost of insurance in January 2018 to ensure that the Council is getting good value for money.

(Moved Cllr Rowland; seconded Cllr Pigott)

### **Annual Governance Statement 2016/17**

The Town Clerk presented the Committee with the Council's Annual Governance Statement for the 2016/17 financial year.

Discussion took place regarding:

- The need for the Council to be able to evidence that it has assessed its risks on a regular basis

- The fact that when setting the precept for the 2016/17 financial year, the Council had been incorrectly advised that this was within the scope of delegated powers to be done by the Finance Committee rather than Full Council. The correct procedure had been followed for setting the precept for all other financial years and also for the setting of the 2017/18 precept.
- The fact that the internal auditor had reviewed the Council's governance arrangements and produced a report which mirrored the report of the Council.

The Committee **RECOMMENDED** that Full Council approve the Annual Governance Statement for the 2016/17 Financial Year.

(moved Cllr Rowland; seconded Cllr Pigott)

### **Accounting Statements 2016/17**

The Committee reviewed the Accounting Statements for the 2016/17 Financial Year

The Committee **RECOMMENDED** that Full Council approve the Accounting Statements for the 2016/17 financial year

(moved Cllr Rowland; seconded Cllr Pigott)

### **Cheque received and donations**

The Council had received a cheque from the organisers of the Grizzly for £200.

The Committee **RESOLVED** to put the money towards the fund for the Air Ambulance night time landing strip.

(moved Cllr Rowland; seconded Cllr Chadwick)

The Committee then discussed donations for the Air Ambulance fund. The Town Clerk confirmed that the Internal Auditor had said that the Council could hold donations for the Air Ambulance fund.

Discussion took place regarding:

- The need for further information such as who would own the lights and be responsible for their ongoing maintenance.
- The need to have a meeting with the Cricket Club and the Air Ambulance.

The Committee **RESOLVED** to defer making a decision about holding the Air Ambulance funding until further information has been obtained.

(moved Cllr Sanham; seconded Cllr Rowland)

### **Update on Actions arising from previous meetings (for information)**

The Committee **NOTED** the update on the action points