



Minutes of the Finance & General Purposes Committee Meeting on Monday 19th November 2018

Present

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

101. Apologies for Absence

Apologies were received and accepted from Cllr Squire.

102. Election of Vice Chair

Prior to discussing the election of a Vice Chair, Cllr Hartnell informed the Committee that he would be standing down as Chair from the next meeting. It was therefore **AGREED** that this should be carried forward to the next meeting's Agenda (proposed Cllr Sanham, seconded Cllr Read).

103. Declaration of Interest

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

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

Councillor Burrows declared a Personal Interest in agenda item 15, Radiator Valves as one of the people quoting is has carried out work for him.

104. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting held on Monday 8th October 2018 (moved Cllr Hartnell) having altered the wording on item 95, replacing the word purchased with hired.

105. Public Question Time

There were no members of the public present

106. Payments, Receipts and Unpaid Invoices

Payments

Discussion took place around:

- Clarification required from the Town Clerk (TC) as to whether the payment of £7620 includes VAT.
- As the Council are now in possession of two beacons look at the possibility of hiring them out.
- Clarification from TC regarding Safeguard payments and completed works.
- Payment of £600 to Harcombe Engineering, clarification required as to what this was for.

- Town Clerk to present detailed report on state of Gateway account to next meeting. STC should have seen sight of their yearend accounts. Town Clerk to write to the Gateway requesting copy of year end accounts and reminding them that they are responsible for registering their lease with the Land Registry (proposed Cllr Rowland, seconded Cllr Hartnell).
- Payment to C Nation, Cllr Sanham raised concerns that this had not been approved by the Communities Committee.
- Query from Cllr Sanham regarding Archant payment, commented that the Town Crier vacancy should have been done as a press release.

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

Income

The Committee have requested for codes to be included in the Receipts report.

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

Unpaid Invoices

Discussion took place around:

- Whether it is possible to include the cost code on the report.

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

107. Petty Cash

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

108. Budget to Date

Discussion took place around:

- The budget for websites being transferred into one code
- 4195 – Is the account software paid for by direct debit, clarification required.
- Civic Expenses – 4230, there is an overspend of £226, clarification required on what has been included in this cost code.
- Bus Shelter Refurbishment as money in budget Town Clerk to obtain quotes to have all bus shelters refurbished. Quote should also be broken down to individual shelters so specific shelters can be selected for refurbishment depending on cost.
- Town Clerk to walk around the town with Maintenance Person, detailing what street furniture is in need of refurbishment.
- £500 is to be moved across from Allotments budget to cover administration costs.
- 4875 – value to be transferred across to earmarked reserves for seafront enhancement.
- 1370 CIL Money – is there a requirement that this is kept in a separate bank account, Town Clerk to check email correspondence.
- 1375 Air Ambulance – request for new budget heading – Air Ambulance Lighting Maintenance.
- Regarding the Air Ambulance – are STC in position of a copy of the final agreement.
- 4870 Snow & Flood Warden – Town Clerk to check with Warden if there is anything else he needs. Would a push along grit/salt dispenser be of use?

The Committee **RESOLVED** to note the budget to date report (moved Cllr Hartnell)

109. Bank Reconciliation

The Committee **RESOLVED** to approve the bank reconciliation up to the 31st October 2018 but would like clarification from the Town Clerk regarding the £55 adjustment (moved Cllr Hartnell)

110. Budget for 2019/20

Discussion took place around:

- Insurance costs could be reviewed, Town Clerk to confirm renewal dates.
- RBS Rialtas – Town Clerk to provide information for next meeting on the version STC purchased and the version of the Purchase Order System that will be installed. Better understanding of the delay when it has already been paid for, when will it be installed.

605 – Bus Shelters Cleaning & Maintenance, the Committee **RESOLVED** to allocate £1000 (moved Cllr Rowland, seconded Cllr Burrows).

608 – Street Furniture Maintenance, the Committee **RESOLVED** to allocate £1000 (moved Cllr Hartnell, seconded Cllr Rowland).

2070 – Vehicle, the Committee **RESOLVED** to allocate £2000 (moved Cllr Hartnell, seconded Cllr Ledger).

605 – Bus Shelters Cleaning & Maintenance, the Committee **RESOLVED** to allocate £1000 (moved Cllr Rowland, seconded Cllr Burrows).

New- Seafront Enhancement Scheme, Committee **RESOLVED** to increase figure to £10,000 (moved Cllr Sanham, seconded Cllr Rowland).

Summer Activity Programme - Committee **RESOLVED** to delete this line (moved Cllr Sanham, seconded Cllr Rowland).

2123 & 2124 Committee **RESOLVED** that figures be revised to 5% on year end figure, therefore Gas approximately £2500 & Electric £2000 (moved Cllr Rowland, seconded Cllr Hartnell).

2142 – Vacancy Recruitment Costs - Committee **RESOLVED** to remove this line (moved Cllr Sanham, seconded Cllr Hartnell).

2141 – Caretaker Salary - Committee **RESOLVED** to amend this line to £100, the expected underspend of £400 to be bought forward for 19/20 (moved Cllr Hartnell , seconded Cllr Sanham).

Update from Town Clerk regarding Tour de Coast for next meeting.

2161 - Seaton App - Committee **RESOLVED** to allocate £300 for maintenance of Seaton App (moved Cllr Ledger , seconded Cllr Hartnell).

Addition to Budget 19/20 – Seaton Down Hill Car Park - Committee **RESOLVED** to allocate £5000 for maintenance of car park (moved Cllr Burrows , seconded Cllr Hartnell).

111. Credit Checks

The Committee **RESOLVED** to Option 1 (moved Cllr Hartnell ; seconded Cllr Read)

112. Update on Actions Arising

The Committee **NOTED** the update.

113. 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 14 to 19 on this agenda as there is likely to be a disclosure of commercially sensitive information

The meeting ended at 10.00pm

Chairman: _____

Dated: _____