



## Minutes of the Finance & General Purposes Committee Meeting on Monday 12<sup>th</sup> 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 12<sup>th</sup> 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 21<sup>st</sup> or 22<sup>nd</sup> 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 Bengier 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:** \_\_\_\_\_

DRAFT