



Minutes of the Finance & General Purposes Committee Meeting on Monday 15th January 2018

Present

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

In attendance: Town Clerk

107. Apologies for Absence

Apologies were received and accepted from Councillor Chadwick. No apologies were received from Cllr Squire

108. Declaration of Interest

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

109. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 15th December 2017.

(Moved Cllr Beer; seconded Cllr Read)

110. Public question time.

There were no members of the public present.

111. Payments and Receipts and SAGE report

Receipts

The Committee **RESOLVED** to code the receipt from Western Power for the wayleave to the Allotments reserve account.

(moved Cllr Beer; seconded Cllr Burrows)

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

(moved Cllr Beer; seconded Cllr Read)

Payments

The Committee **RESOLVED** to approve the payments to date for the 2017/18 financial year, with the exception of voucher number 490, which needs to be approved by the Personnel Committee.

(moved Cllr Beer; seconded Cllr Read)

Sage Report

The Town Clerk confirmed that there were two aged debts on the Sage system and that these were being chased.

The Committee **RESOLVED** to note the Sage update
(moved Cllr Beer; seconded Cllr Read)

112. Petty Cash expenditure.

The Town Clerk updated Councillors that the petty cash position had not changed since the last report.

113. Budget to date

Discussion took place around:

- The Town Guide and whether the £2,000 expenditure related to the 2017 guide or 2018 guide. The Town Clerk confirmed that it was the deposit for the 2018 Guide
- What the amount of £711.57 related to on the accounts software code. The Town Clerk confirmed that there were two payments on that code for the Scribe and Sage software licences for this financial year

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

114. Bank Reconciliation

The Committee **RESOLVED** to approve the bank reconciliation as at the 31/12/17
(moved Cllr Beer; seconded Cllr Rowland)

115. Risk Assessment

The Committee **RESOLVED** to carry forward the risk assessment to the February meeting of the Committee
(moved Cllr Beer; seconded Cllr Rowland)

116. Internal Auditors Interim Report

The Town Clerk updated the Committee on actions that had been taken following the visit of the Internal Auditor.
The Committee **RESOLVED** that the Town Clerk report back to the Committee once the actions had been completed.
(moved Cllr Rowland; seconded Cllr Read)

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

- a) Finance System – The Town Clerk confirmed that the likely date for the replacement of the finance system would be the week commencing 20th March and that the budget information for 2018/19 would be forwarded to the software provider so that they could set up the system. Training for staff would take place in June 2018, meaning that in the interim period a manual system of recording would be put in place so that transactions could then be entered retrospectively onto

the new system in June. The Town Clerk will also notify Scribe and Sage that the Council will no longer be using their systems.

- b) Fire risk assessment – The Town Clerk confirmed that she had now received the Fire Risk Assessment and that it would go to the Estates Committee meeting on the 29th January 2018 for consideration. Any costs in terms of finance would come back to the next meeting of the Finance Committee
- c) Water bill for the Pavilion – The Town Clerk confirmed that this matter has now been resolved with South West Water Business (SWWB). The Town Clerk will investigate whether key locks can be applied to the taps to prevent any unauthorised usage of the water.
- d) Previous maintenance of Labyrinth – The Town Clerk will now contact the current Grounds Maintenance Supplier, the Jurassic Coast Team and the original landscaping company who installed the Labyrinth to see if they 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

118. 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.

119. Photocopier Contract

The Committee **RESOLVED** that the Town Clerk put the information from each of the suppliers into a chart for ease of comparison, ask each supplier for their terms and conditions and ask the current supplier for a settlement figure for ending the contract early.

(moved Cllr Sanham; seconded Cllr Read)

120. Computer System

The Committee **RESOLVED** that the Town Clerk get a couple of further quotes and also to ask each supplier for a copy of their terms and conditions (moved Cllr Rowland; seconded Cllr Beer)

The meeting ended at 8.30pm

Chairman: _____

Dated: _____

DRAFT