



Minutes of the Finance & General Purposes Committee Meeting on Monday 12th August 2019

Present

Chairman: Cllr Ledger
Councillors: Haggerty & Sanham
In attendance: Admin

19. Apologies

Apologies were received and accepted from Cllrs Beer, Rowland & Read.

20. Declarations of Interest

Cllrs Ledger declared a personal interest as Councillors with East Devon District Council (EDDC)

21. Minutes of the previous meeting

The Committee **RESOLVED** to agree the revised minutes of the Finance and General Purposes meeting held on Monday 18th March 2019.

The Committee **RESOLVED** to defer approval of the minutes of the Finance and General Purposes meeting held on Monday 15th July 2019.

22. Public Question Time

There were no members of the public present

23. Payments, Receipts & Unpaid Invoices

Discussion took place around:

- The cost of market set ups.
- The invoices from Secure Force and the need to review the suitability and capability of the alarm system.
- Sales ledger report needs to show code e.g. Allotments
- Training to be arranged for staff on the Rialtas system.

The Committee **RESOLVED** to get an update from Cllr Beer following his discussions with Secure Force (proposed Cllr Sanham, seconded Cllr Ledger).

The Committee **RESOLVED** to talk to Rialtas about a new report format for the Cashbook 1, Receipts Received report (moved Cllr Ledger).

The Committee **RESOLVED** to talk to Rialtas about a new report format for the Sales Ledger, unpaid invoices report, which must show the budget code/name (proposed Cllr Ledger, seconded Cllr Haggerty).

The Committee **RESOLVED** to continue to receive the Outstanding Balances report. (proposed Cllr Ledger, seconded Cllr Haggerty).

24. Budget to Date

The Committee **RESOLVED** to defer the budget, with amendments to be presented to the next meeting for sign off (moved Cllr Ledger).

25. Update on Actions from previous meeting

The Committee **RESOLVED** to approve the bank reconciliations for April and May 2019 (moved Cllr Ledger).

26. Update on Actions from previous meeting

Discussion took place around:

- To check and confirm allocations of RoSPA reports.
- Gas & Electricity meter readings and the fluctuations in monthly payments.
- To chase up the contractor regarding the fitting of a radiator and radiator valves.

The Committee **RESOLVED** to review VAT regarding Cycle Fest sponsorship for 2020 (moved Cllr Ledger)

The Committee **RESOLVED** to seek clarification on the progress of Safeguard quote / work at the Town Hall (moved Cllr Ledger)

The Committee **RESOLVED** to request Allotment budget figures from Cllr Squire (moved Cllr Ledger)

The Committee **RESOLVED** to amend bank signatories to include Cllr Ledger (proposed Cllr Ledger, seconded Cllr Haggerty).

The Committee **RESOLVED** to obtain a value for the night landing lights at the cricket club to add to the asset register along with and values adding them to the insurance policy (moved Cllr Ledger).

The Committee **RESOLVED** to obtain clarification re Cliff Field Gardens payments being correct to be confirmed at next meeting (proposed Cllr Ledger, seconded Cllr Haggerty)

The Committee **RESOLVED** that tree reports are to be taken on and reviewed by the Communities Committee specifically to check if trees fall within the STC boundary (moved Cllr Ledger).

The Committee **RESOLVED** that a Debt Management Policy be bought to the December meeting to include conditions that market pitches are not booked until payment has been made and any outstanding debt paid (moved Cllr Ledger).

The Committee **RESOLVED** to review a report on the gas heating and servicing of the boilers at the front of the building, 3 quotes for servicing the boilers to be bought back to the next meeting (moved Cllr Ledger).

The Committee **RESOLVED** to have clarification from Cllr Singh on wi-fi and network cabling and proposed costs to resolve any IT issues and that this has been agreed by the Personnel Committee (proposed Cllr Ledger, seconded Cllr Haggerty)

The Committee **RESOLVED** to look at LED lighting for the building and the potential longer-term savings (proposed Cllr Sanham, seconded Cllr Haggerty)

The Committee **RESOLVED** to check the Financial Regulations and Financial Controls regarding the signing off of bank reconciliations and petty cash for a decision at the next meeting (proposed Cllr Ledger, seconded Cllr Sanham)

The Committee **RESOLVED** that the new Town Clerk should ensure that all fire procedures and documentation are up to date (proposed Cllr Ledger, seconded Cllr Haggerty)

The Committee **RESOLVED** to postpone the clearing of bathrooms (proposed Cllr Sanham, seconded Cllr Ledger)

The Committee **RESOLVED** to pay the new Town Cryer his £300 honorarium with an adjustment to the figures to be made as the £300 shown on the budget was paid to the previous Town Cryer (proposed Cllr Sanham, seconded Cllr Ledger).

27. 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 item 12 on this agenda as there is likely to be a disclosure of commercially sensitive information

28. Leases

The Committee **RESOLVED** to seek clarification on the situation regarding leases of the Scout Hut and Martial Arts (moved Cllr Ledger)

29. Marshlands

Discussion took place around:

- Agreeing the rental of Office 3
- That tenants are responsible for all equipment in their office space which includes having electronic equipment PAT tested.
- A tenant request to hire the function room

The Committee **RESOLVED** to allow the rental of Office 3, providing the figures are checked with Cllr Rowland prior to issuing a contract (moved Cllr Ledger).

The Committee **RESOLVED** to allow rental of the Function Room on a Tuesday from 2.30 – 7.30pm for £41, to be reviewed after 6 weeks (proposed Cllr Sanham, seconded Cllr Ledger)

30. Alarm System

The Committee **RESOLVED** to defer discussions around the alarm system until the next meeting (moved Cllr Ledger).

The meeting ended at 20.30

Chairman: _____

Dated: _____