



Minutes of the Finance & General Purposes Committee Meeting on Monday 17th February 2020

Present:

Chairman: Cllr. D. Ledger

Councillors: K Beer, J Russell, & A Singh

In attendance: Town Clerk & Temporary Administrative Assistant

76. Apologies for absence

Apologies for absence received from Cllrs. Haggarty, Rowland & Sanham

77. Declarations of Interest

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

78. Minutes of the previous meeting

The Committee **RESOLVED** to agree the minutes of the Finance and General Purposes meeting held on Monday 20th January 2020.
(moved Cllr Beer; seconded Cllr Singh)

79. Public Question Time

No questions were asked by members of the public.

80. Payments, Receipts & Unpaid Invoices

Payments

Members received a report of payments, income and unpaid invoices up to the end of December. Cllr Beer raised concern at the high gas bills that the Council had received over recent months in respect of Marshlands and Cllr Ledger advised that this was an ongoing concern and would be considered as part of a review of the maintenance and utility costs of running Marshlands

The Committee **RESOLVED** to:

- approve the schedule of Payments & Receipts; and
- noted there were no aged outstanding invoices
(moved Cllr Singh; seconded Cllr Russell)

81. Update on budget to date

Members **RESOLVED** to note the budget update
(moved Cllr Singh; seconded Cllr Beer)



82. Bank Reconciliation

Members **RESOLVED** approve the bank reconciliation to 31 January 2020
(moved Cllr Singh; seconded Cllr Beer)

83. Website

Cllr Singh updated Members on the work that he had done in conjunction with the office, Cllr Haggerty and Cllr Haggerty's own staff to collate and prepare the website content in a format suitable to Blaze. In the light of the time spent already, he advised that it would not be necessary to expend further funds external contractors, other than a photographer to produce updated photos and possibly video footage. Cllr Singh anticipated that the website may be able to go live by the end of March. Members agreed that a letter of thanks be sent to Cllr. Haggerty for the generous donation of his own staff's time

Members **NOTED** the website update

84. Update on Cyclefest & Recommendations

Members noted the draft document received from KfMarketing & 1st Chard Wheelers concerning the delivery of Cyclefest 2020 and 2021 and **RESOLVED** to:

- agree the proposed repayment schedule, noting that the payment dates requested fall within the 2019/20 financial year, whilst noting the financial risk and the unlikelihood of the Council's sponsorship of £7,500 per annum being recovered, should the event not be delivered, for any reason;
- agreeing the draft document including agreeing to liaise with DCC and using best endeavours to ensure the roads were in a suitable condition to enable the race to proceed, whilst advising the event organisers that the Town Council could not compel DCC to do any works and primary responsibility for delivery of the race and everything that entailed laid with them as event organisers with the Town Council's obligation being as primary sponsor.

(moved Cllr Singh; seconded Cllr Russell)

85. Report from the Internal Auditor

The interim report and recommendations of the Internal Auditor was received and **NOTED**, in particular relating to the action still required as regards reconciliation of petty cash which would be brought back to Members at the next meeting with a report from the Clerk as to what action had been taken to rectify outstanding anomalies and ensure better processes going forward.



86. Update on Actions Arising from previous meetings

Members **NOTED** the following updates:

- a. Marshlands – quotations were being obtained from plumbers, window fitters and other relevant trades.
- b. Card terminal for card payments - this was in hand
- c. Clerk’s training – the Clerk recently attended a Regional seminar arranged by SLCC in Plymouth and is booked onto the current CiLCA course
- d. Completion of SLA with Devon Wildlife Trust – the SLA, duly signed by DWT and STC, has been finalised and a copy is held by the Clerk

Meeting closed at 7.28pm

Chairman: _____

Date: _____