



Minutes of the Finance & General Purposes Committee Meeting on Monday 18th November 2019

Present:

Chairman: Cllr. D. Ledger

Councillors: K Beer, D Haggerty, J Russell, H Sanham & A Singh

In attendance: Town Clerk, Admin & Finance Officer & Cllr M Hartnell

46. Apologies for absence

There were no apologies for absence received.

47. Declarations of Interest

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

Cllr Singh declared a personal interest as a member of the Martial Arts Centre as a precautionary measure, should it be discussed as part of the agenda item regarding Budget 2020/21

48. Minutes of the previous meeting

The Committee **RESOLVED** to agree the minutes of the Finance and General Purposes meeting held on Monday 15th July 2019.
(moved Cllr Haggerty; seconded Cllr Russell)

The Committee **RESOLVED** to agree the minutes of the Finance and General Purposes meeting held on Wednesday 25th September 2019
(moved Cllr Haggerty; seconded Cllr Russell)

49. Public Question Time

No questions were asked by members of the public.

50. Payments, Receipts & Unpaid Invoices

Payments

Members received a report of payments, income and unpaid invoices up to the end of September.

Discussion took place around:

- There were a few unpaid invoices up to the end of September, but the Clerk said because a lot of payments had been made in October once that reconciliation had been done the listed unpaid invoices will decrease.
- Receipt of £14,026.32 was for VAT repaid for two quarters from January to June 2019.



The Committee **RESOLVED** to approve the reports for Payments, Receipts & Unpaid Invoices.
(moved Cllr Ledger)

The Chairman moved to suspend Standing Orders so that item 11 **Update on actions arising from previous meetings** could be discussed next as the update on the Rialtas financial system would explain the impact this has had on the budget going forward.

51. Update on actions arising from previous meetings

Discussion took place around:

a) Update on Rialtas system, training and report formats from Town Clerk. The Clerk reported the Committee had authorised to have four days of training from Rialtas. This had been undertaken by the Clerk and Finance and Admin assistants. It was apparent that the Council had an extremely complicated coding of income and expenditure. Other authorities with budgets greater than Seaton's have simpler and more transparent reports. It was agreed to consolidate some of the codes to make it easier and more transparent for Members and the public to read. The Clerk had met with the Internal Auditor who confirmed the Rialtas system was a good financial system and was used by many local authorities, but the easier the coding can be made the more effective it is for those inputting the data and people reading the reports.

The Chairman proposed that the Clerk is given delegated authority to change the nominal codes so that the reports are more streamline, transparent and easier to read for members of the public.

(moved Cllr Ledger; seconded Cllr Haggerty)

The Committee **RESOLVED** that two more days of training will take place. The Clerk will decide how best to use this and when the training will take place.

(moved Cllr Ledger; seconded Cllr Singh)

b). Clarification regarding charging VAT from Town Clerk for Cycle Fest. The Clerk reported that they had been advised by the Internal Auditor that donations freely given to the CycleFest are not subject to VAT, but sponsorship involving promotion of that company is subject to VAT. It does depend on the nature of the money the Council is receiving, but if in doubt check with the Internal Auditor.

c) Update on progress of bank signatories. The Clerk reported that the forms had been completed for the new bank signatories as per the resolution at the Council meeting held on 21st October 2019.

d) Update on insurance and asset register regarding night landing lights. The Clerk reported that the equipment and lights for the Devon Air Ambulance night-time landing site had been added to the Council's insurance policy for no additional premium.

e) Update on CycleFest fees. The Clerk reported that many of the invoices submitted for the CycleFest also included expenses for the Great British Seaside Weekend.

Therefore, the most accurate way to record these expenses was to create a new expense code for CycleFest and Great British Seaside and a cheque for £2,000 had been paid in for the CycleFest, but was not showing on the figures as yet, but would show in the completed figures for October. Cllr Sanham raised the issue of adjustments which needed to be made to the budget figures for this year. The list of adjustments



would be emailed to the Clerk who, in conjunction with Cllr Ledger would make any necessary adjustments to this years' budget figures.

f) Update on room rental at Marshlands. The Clerk reported that two current tenants had enquired about renting another two rooms and asked that the Committee authorise the letting of these rooms. Cllr Sanham asked if the Committee were able to see a direct comparison between the income and expenditure for the part of Marshlands being let out. The Clerk reported this would be difficult to do, but the rents will need reviewing in due course. The Committee **RESOLVED** that the two rooms be let at the proposed rent.

(moved Cllr Beer; seconded Cllr Ledger)

g) Card terminal for Marshlands. The Clerk reported that it would be advantageous to have a card terminal as more people were wishing to pay for room hire by credit/debit card. The Clerk suggested that the Committee consider going for a card terminal where you purchase the terminal for a small amount of money, but it has a higher transaction fee. This would give the Council the option of seeing whether it was being used for many transactions. The Committee **RESOLVED** to purchase a card terminal as recommended by the Clerk.

(moved Cllr Ledger)

h) Update on Intruder Alarm. The Clerk reported that the new front door was going to be fitted next week. The Intruder Alarm engineer confirmed the alarm was working and any difficulties encountered with it was due to the layout of the building. As soon as the new door is fitted the engineer will return and will put a different code on the new door so, in future, the tenants can use the new door. This will make the alarm easier to set.

52. Budget 2020/2021

Discussion took place around:

- VE Day – request from Cllr Gwyn Davies for a budget of £3,500.
- Christmas 2020 – need to check that the appropriate insurance cover is in place
- Party in the Park - £300 agreed by the Communities Committee
- Provision of drinking water fountains on the seafront - £1,500
- Need to review the contracts for gas and electricity
- The budget item for fire extinguishers would be brought back to the next meeting with more information
- Need to start a contingency fund if emergency works need carrying out at the Town Hall

The Committee **RESOLVED** that the Council get the appropriate insurance cover for Christmas events held by the Town Council (moved Cllr Sanham; seconded Cllr Beer)

The Committee **RESOLVED** to allocate £1,500 for the provision of drinking water fountains on the seafront (moved Cllr Ledger; seconded Cllr Singh)

The Committee **RESOLVED** to increase the budget for gas to £3,500 and electricity to £3,000. The contact for these need to be looked at again, as it has not produced the



figures the Council were told it would and see if there is a break clause in the contract. The Committee **RESOLVED** that any underspend on the staff budget for 2019/20 gets carried over and allocated to the staffing budget for 2020/21 (moved Cllr Ledger; seconded Cllr Singh)

The Committee **RESOLVED** to increase the budget for water rates to £1,000 (moved Cllr Sanham; seconded Cllr Beer)

The Committee **RESOLVED** to allocate £10,000 from General Reserves to Earmarked Reserves with £5,000 added each year for any emergency works required to the Town Hall

(moved Cllr Haggerty; seconded Cllr Singh)

The Committee **RESOLVED** to move £10,000 from General Reserves to Earmarked Reserves with £5,000 added each year for any emergency works required to Marshlands

(moved Cllr Ledger; seconded Cllr Singh)

The Committee **RESOLVED** to increase the budget for the Flood Warden to £1,500

(moved Cllr Sanham; seconded Cllr Singh)

The Committee **RESOLVED** to note the budget.

53. Petty Cash

The Committee **RESOLVED** that the Petty Cash be brought to the next meeting.

(moved Cllr Ledger)

54. Bank Reconciliation

The Committee **RESOLVED** to approve the bank reconciliation up to the 31st October 2019

55. Financial Regulations

The Financial Regulations were brought to the Extra Ordinary Council Meeting on 21st October where it was **RESOLVED** to approve the updates to the regulations. These will be brought back to the Committee.

56. Terms for Unpaid Invoices

At the meeting held on 25th September 2019 the Committee **RESOLVED** to update the terms for unpaid invoices so there are two separate sets of terms, for Allotments and one for the markets, and bring this back to the November meeting. The new terms for the markets have been updated meaning stall holders will now have to pay fifteen working days in advance for a pitch and until the monies are paid the stallholder will not have a pitch reserved for them.

The Committee **RESOLVED** to approve the amendments for the payment of fees for the markets.

(moved Cllr Singh; seconded Cllr Haggerty)

Meeting closed at 8.50pm



Chairman: _____

Date: _____