



## Minutes of the Finance & General Purposes Committee Meeting on Monday 25th September 2019

### Present:

**Chairman:** Cllr. D. Ledger

**Councillors:** D Haggerty, S Read, J Rowland, J Russell, H Sanham & A Singh

**In attendance:** Admin & Finance Officer

### 31. Apologies for absence

There were no apologies for absence received.

### 32. Declarations of Interest

Cllrs Ledger & Rowland declared personal interests as Councillors with East Devon District Council (EDDC)

### 33. Minutes of the previous meeting

The Committee **RESOLVED** to agree the minutes of the Finance and General Purposes meeting held on Monday 12<sup>th</sup> August 2019.

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

The Committee had **RESOLVED** at 12<sup>th</sup> August meeting to seek clarification on the situation regarding leases of the Scout Hut and Martial Arts (moved Cllr Ledger). Cllr Rowland reported that he was unable to provide any detail regarding this. The Martial Arts lease had been signed some time ago, the draft lease for the Scout Hut had been sent but they wanted a longer lease with break clauses. It was **RESOLVED** that the new clerk would draft the new lease.

### 34. Public Question Time

Mr Peter Burrows spoke on the following items relating to Finance & General Purposes:

- He asked about the quotes received for a new door at Marshlands and which door this was for.
- Why was the Town Council's annual budget not available to view on the Town Council's website?
- How much had the CycleFest cost.

The Chairman confirmed that going forward the budget would be published online along with all background reports with the relevant agendas.



### 35. Payments, Receipts & Unpaid Invoices

The Committee **RESOLVED** that a review of the Rialtas Financial software be brought back to the December committee meeting. This would give the Clerk time to investigate what other options need to be explored.

The Committee **RESOLVED** at the meeting held on

The Committee **RESOLVED** to draw up a new set of terms for unpaid invoices and bring this back to the meeting in November.  
(moved Cllr Ledger)

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

### 36. Budget to Date

Discussion took place around:

- Account software and reporting format
- Allocations to Seafront Enhancements
- Irregular minus figure in budget
- Figures for allotments and admin fees
- The need for a larger maintenance budget across all assets next year
- Concerns over utility costs

The Committee **RESOLVED** to move money out of General Reserves under 2a of report to seafront enhancement.  
(moved Cllr Rowland; seconded Cllr Haggerty)

The Committee **RESOLVED** that any Earmarked Reserves that had been moved to General Reserves are moved back to Earmarked Reserves.  
(moved Cllr Rowland; seconded Cllr Read)

The Committee **RESOLVED** that the Allotments Cost Centre have a £500 income nominal ledger code added and retained each year to cover admin costs for running the allotments.  
(moved Cllr Rowland; seconded Cllr Haggerty)

The Committee **RESOLVED** that Cllr Sanham, Cllr Ledger and admin staff discuss any outstanding queries regarding the budget and any adjustments being agreed in principle by the Committee.  
(moved Cllr Rowland; seconded Cllr Haggerty)



The Committee **RESOLVED** that monthly gas and electric reading are taken by the staff and fed back to the energy suppliers to ensure accurate costs.  
(moved Cllr Read; seconded Cllr Sanham)

The Committee **RESOLVED** that the Marshlands Working Party investigate utilities supplied to Marshlands and bring recommendations to Full Council going forward.  
(moved Cllr Rowland; seconded Cllr Haggerty)

The Committee **RESOLVED** that an alarm system service is carried out by the provider to ensure the system is in full working order and the alarm maintenance contract is being followed and the contract for the alarm maintenance is reviewed.  
(moved Cllr Sanham; seconded Cllr Haggerty)

The Committee **RESOLVED** that emergency contacts for the alarm system are updated to the Chair and Vice Chair of the Council.  
(moved Cllr Rowland; seconded Cllr Sanham)

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

### 37. Petty Cash Expenditure

The Committee **RESOLVED** that the Petty Cash be brought to the next meeting.  
(moved Cllr Rowland; seconded Cllr Read)

The Committee **RESOLVED** to approve the Petty Cash.

### 38. Bank Reconciliations

Discussion took place around:

- The need to look at NEST and the inability to access the system in the absence of a Clerk to pay any pensions due.
- Look into how to disregard cheques over a year old from the Rialtas system.

The Committee **RESOLVED** to approve the bank reconciliation.

### 39. Terms of Reference

The Council **RESOLVED** to delete the last sentence under Delegated Powers – General which states 'If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision.'  
(moved Cllr Sanham; seconded Cllr Read)

The Council **RESOLVED** that the words 'or as necessary' need adding to Condition 2 of Conditions.



(moved Cllr Sanham; seconded Cllr Read)

The Committee **RESOLVED** to approve the Terms of Reference.

#### 40. Financial Regulations

The Committee **RESOLVED** to bring back quotes for the purchase of a card terminal for Marshlands to the December meeting.

(moved Cllr Haggerty; seconded Cllr Singh)

The Committee **RESOLVED** that the Financial Regulations be brought back to the next meeting upon more information being received.

(moved Cllr Sanham; seconded Cllr Rowland)

#### 41. Update on Actions Arising

Discussion took place around:

- a) Cllr Squire had booked the Town Clerk for Rialtas training as well as the Acting Responsible Finance Officer (RFO). Once the Clerk had received their training this would be fed down to other required members of staff.
- b) Further information was being sought regarding Rialtas reports.
- c) The RoSPA minus figure was down to adjustments and should rectify themselves over the budget year.
- d) Clarification is still being sought on whether VAT should be charged on Sponsorship/Donations and will be brought back to the next meeting.
- e) Work has been completed by Safeguard at the Town Hall.
- f) Bank signatories to be brought back to the next meeting after staff have been to the bank to collect the relevant paperwork.
- g) Need to give Zurich, the insurance company, a value for the lights and equipment at the Devon Air Ambulance landing site. The equipment also needs adding to the Asset Register. Inspections will be required, but the night-time landing site will be covered under the Town Council's public liability insurance.

The Committee **RESOLVED** that there is a need for quotations for the maintenance of equipment to be brought back to the next meeting. The Asset Register needs to be looked at and reviewed at the first meeting in the new year.

(moved Cllr Ledger)

h) Awaiting confirmation of the fee total from the CycleFest.

i) No Wi-Fi is used by the staff at Marshlands. A cabled system is more secure and that is why we use it. Rialtas is not slowed down from cabling. It is the fact that the main device is trying to deliver information across the network. There is a need for a separate device to deliver information solely to the other devices for Rialtas.



The Committee **RESOLVED** to ensure Core IT are fulfilling their maintenance contract (Cllr Squire is in consultation already on other matters and should head this up), ensure the NAS drive is working, as well as receive quotes for another PC to deliver information for Rialtas.

(moved Cllr Ledger)

j) New room rental from a Pilates instructor has been completed as well as new flooring installed.

k) Payment for last year's Town Crier has come out of this year's budget following an underspend in the budget for the previous year. This year will therefore be an overspend, but it has balanced out. There is a need for a contract for the new Town Crier.

The Committee **RESOLVED** this is handled by the Marshlands Working Party.

(moved by Cllr Rowland; seconded Cllr Haggerty)

#### 42. Confidential Items

The Chairman moved, and the Council agreed to move in accordance with the Council's Standing Order 1 (c) press and public will be excluded from the meeting during the discussions of items 13, 14 and 15 on this agenda as there is likely to be disclosure of information as matters are being discussed which could identify an individual.

#### 43. Alarm System

The Committee **RESOLVED** the quote from SecureForce as well as ask them to complete alarm maintenance at the same time.

(moved Cllr Rowland; seconded Cllr Singh)

There is a need for additional alarm settings and hardware/software to zone the alarm for each tenant's room. Quote to be brought back in the new year.

#### 44. Boiler Servicing Quotes

The Committee **RESOLVED** to accept the quote from A S Kingdon.

(moved Cllr Ledger)

#### 45. Replacement Door at Front of Building

The Committee **RESOLVED** to accept the quote from Regency Windows with further delegation that if the electronic door release could be arranged for under the amount of £2,345 this would be accepted as well.

Meeting closed at

**Chairman:** \_\_\_\_\_

**Date:** \_\_\_\_\_