



Minutes of the Finance & General Purposes Committee Meeting on Monday 24th July 2017

Present

Councillors: H. Sanham, K. Beer, P Burrows, C Chadwick and D. Squire

In attendance: Town Clerk

32. Apologies for Absence

Apologies were received and accepted from Councillors Rowland and Pigott

33. Declaration of Interest

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

34. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 26th June 2017.

(Moved Cllr Beer; seconded Cllr Squire)

35. Public question time.

There were no members of the public present.

36. Payments and Receipts and SAGE report

Following discussion, the Committee **RESOLVED** to approve the payments to date for the 2017/18 financial year.

(moved Cllr Squire; seconded Cllr Beer)

Following discussion, the Committee **RESOLVED** to approve the receipts to date for the 2017/18 financial year.

(moved Cllr Sanham; seconded Cllr Squire)

It was noted that the SAGE report be carried over to the next meeting of the Finance and General Purposes Committee.

37. Petty Cash expenditure.

The Committee **RESOLVED** to approve the petty cash check sheet as at the start of July 2017

(moved Cllr Squire; seconded Cllr Beer)

38. Budget to date

The Committee reviewed the budget to date for the 2017/18 financial year.

Discussion took place regarding:

- Salaries and Pensions and whether the Council was on course to be overspent by the end of the financial year
- The expenditure on dog bins looking high for this time in the financial year. The Town Clerk explained that the invoice for the whole financial year had been received at the start of the year rather than at the end of the financial year as in the past
- Allotments – query on the income and expenditure. The Town Clerk to provide a more detailed spreadsheet for income and expenditure on allotments on a quarterly basis
- Insurance – whether this can be split across the assets it relates to
- Christmas lights – the Chairman of the Communities Committee confirmed that an update would be going to the next Communities and Open Space Committee meeting
- Cycle Fest – whether this was a complete picture outlining all of the costs the event.
- Parishes Together – the Town Clerk to ask Councillors for their ideas for projects and these to go to the next Communities and Open Spaces Committee for consideration
- That annual PAT tests should be arranged

The Committee **RESOLVED** to approve the budget to date

(Moved Cllr Beer; seconded Cllr Squire)

39. Bank Reconciliation

The Committee **RESOLVED** to approve the bank reconciliation as at the 30/06/17

(moved Cllr Sanham; seconded Cllr Beer)

40. Risk Assessment

The Town Clerk introduced Councillors to the risk report from the Local Council Risk System (LCRS). As the report was 79 pages long it was agreed to consider pages 1 to 26 at this meeting

Discussion took place regarding:

- The Allotments risk assessment and that the Town Clerk and lead Councillor for allotments should meet to go through pages 1 to 7 of the risk assessment and compare to the one that the Council has on its website
- The need to remove the Bylaws risks as the Council does not have any Bye laws
- The need to do a risk assessment for the Christmas Lights and Light Switch on, once the Christmas plans had been firmed up
- The risks for community centres, pages 11 to 16 to be considered by the Estates Committee

- The need for the Estates Committee to consider the room rental process and charges
- To look into whether Marshlands can be licensed
- The need to fully review the Council's computer systems to ensure that any risks are mitigated. The Town Clerk to draft a proposal on the IT requirements
- The risks for Property and documents, pages 21 to be considered by the Estates Committee
- The need for training on Data Protection and Freedom of Information to be rolled out for Officers and Councillors
- The issue of lone working for Officers in the Marshlands Centre to be considered by the Estates Committee

The Committee **RESOLVED** the following:

1. That the Town Clerk and lead Councillor for allotments to review the risks for allotments
2. The Estates Committee review the risks for community centres, property and documents and lone working in Marshlands and also to review the room booking process and charges, and for Estates to bring all their proposals back to Finance & General Purposes when ready
3. The other amendments be made as discussed

(Moved Cllr Beer; seconded Cllr Squire)

(Cllr Beer declared a Personal Interest as the Town Crier is known to him)

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

- a) Energy Bills for Marshlands – The Committee noted the update from the Town Clerk regarding the bills for Marshlands
- b) Highways Community Enhancement Fund – The Town Clerk is meeting with the Neighbourhood Officer to discuss this in the near future.
- c) Town Highway Signage Project – Cllr Sanham explained that this project relates to the brown signage in the Town and has been worked on with Devon County Council, East Devon District Council and local partners (the Wetlands, Seaton Jurassic and Seaton Tramway). Cllr Sanham asked the Committee to contribute £1,000 to the cost of the signage (with the overall cost being circa £22,000)
The Committee **RESOLVED** to contribute £1,000 from the Portas funding held by EDDC for this project
(Moved Cllr Sanham; seconded Cllr Chadwick)

The meeting closed at 9.40pm

Chairman

Date
