



Minutes of the Finance & General Purposes Committee Meeting on Monday 10th September 2018

Present

Chairman: Cllr Hartnell
Councillors: Beer, Burrows, Ledger, Read and Sanham
In attendance: Finance & Admin Officer
No public

62. Apologies for Absence

Apologies were received and accepted from Cllr Rowland.

63. Declaration of Interest

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

Councillor Ledger declared a Personal Interest in agenda item 13 as one of the contractors is known to him.

64. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting on Monday 13th August 2018 (moved Cllr Hartnell).

65. Public Question Time

There were no members of the public present

66. Payments and Receipts and Unpaid Invoices report

The Committee reviewed the reports.

Income & Expenditure – Cost Centre Report

Discussion took place around:

- Amenities Team Salaries, code 4015, reassign £10,000 to a new code for Amenities Contract Work
- Tour de Coast 4315, £500 short of what is needed. Look at possibility of contribution from Locality budget. crowdfunding initiative or Communities Together. Cllr Hartnell to distribute recent EDDC report on crowdfunding.
- Photocopies – clarification required on payments, are they monthly or quarterly, what period do they cover?
- Clarification needed for next meeting regarding the income/expenditure for Parishes Together, code 1750.
- Delete code Website, 4285, moving funds across to code 4130, Website Contract, making total £5,520.00
- Informal working party to meet to review Website contracts, provision – Cllrs Read & Ledger, Town Clerk.

- Cllr Sanham drew attention to Bus Shelter Refurbishment. Code 4395. How is this progressing?
- Agreed to monitor Town Hall, Asset Maintenance income/expenditure.
- Rental income for Marshlands. Urgency for rental rates & agreements to be agreed.
- Rental rates need to be inclusive of services.
- Unable to resolve rental rate figures as this item is not listed on the Agenda, therefore agreed to hold meeting on Tuesday 18th September at 7.15pm to make decisions relating to rental rates.
- Provision to be made for a new Council vehicle in 2019/2020 however maybe required before April 2019.
- Cost of Sanitary Provision, code 4620, to be checked for next meeting.
- Contingency, code 4950, details required for next meeting as to what this includes.
- Seafront Enhancement Scheme, code 4875, earmarked reserves to be added to this budget code bring the total to approximately £20,000.00
- Code 4895, Seaton in Bloom, Special Projects. £1,000.00 unspent, could be used for planters, proposal to be brought to next FGP meeting.

Payments – Cashbook 1

- Clarification required for the following cheque amounts. Cheque 008947 One Voice media, cheque 008949 for Artworks & cheque 008950 for Actavo, cheque 008951 for EDDC.
- Which reports the Committee preferred and to keep the cost centre report and the cashbook report.

Sale Ledger Invoice Listing

Discussion took place around:

- Sales ledger invoice listing report – can a brief description be added to the Cost Centre Code.

Unpaid Invoices

Discussion took place around:

- The need to write off the debt relating to Indulgence Cakes for £51.00
- The need to write off debt relating to Sweetland for £5.10

The Committee **RESOLVED** to purchase a new letterbox, maximum cost £50. To prevent further alarm call outs (moved Cllr Ledger, seconded Cllr Hartnell).

The Committee **RESOLVED** to approve the payment, receipts and unpaid invoices reports (moved Cllr Hartnell).

67. Petty Cash expenditure

The Committee **NOTED** the petty cash reconciliation report (moved Cllr Hartnell)

68. Budget to date

The Committee **NOTED** the Budget to Date, there is a need for last years figures to be included but Committee appreciate this is a work in progress due to new system. (moved Cllr Beer)

69. Bank Reconciliations

The Committee reviewed the bank reconciliation reports for the months of August 2018.

The Committee **RESOLVED** to approve the bank reconciliation reports for August 2018 (moved Cllr Hartnell)

70. Cyber Security

All information to be entered and carried forward to next FGP meeting.

71. Lighting in Windsor Gardens

Cllr Sanham proposed that the committee consider options for upgrading the lighting in Windsor gardens, using the allocated funding in Ear Marked Reserves.

- Discussion took place around the following:
- Earmarked reserves approximately £3,000.00
- Cllr Hartnell mentioned that EDDC now have a Parks Improvement Officer.
- Cllr Hartnell suggested Seaton Town Council approach EDDC with what the Council would like to achieve for Windsor Gardens.
- Lighting should be considered as part of a bigger project for Windsor Gardens.

The Committee **RESOLVED** to explore the cost of temporary lighting for the Christmas Market and to consider an ongoing project for Windsor Gardens. (moved Cllr Sanham; seconded Cllr Hartnell)

72. Update on actions arising from previous meetings

The Committee **NOTED** the progress on actions arising from previous meetings.

73. 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 items 15 to 20 on this agenda as there is likely to be a disclosure of commercially sensitive information

74. Fire Door Quotations

The Committee **RESOLVED** to appoint Ben Waring as the contractor to carry our fire door repairs as per his quotation dated 29 May 2018. (moved Cllr Sanham; seconded Cllr Beer)

75. EPC Report

The Committee **NOTED** the EPC Recommendation Report and the recommendations herein. (moved Cllr Hartnell; seconded Cllr Read)

76. Payment from East Devon District Council

Discussions took place around:

- Need for year-round street cleaning, less hours required in Winter months.
- EDDC not currently getting value for money.
- More information is needed regarding painting, litter picking and maintenance. Cllr Burrows has requested via Democratic Services a report as to the areas/street furniture that EDDC are responsible for.
- Cllr Hartnell to email Andrew Hancock.
- Proposed resolution to be brought to the next FGP meeting for recommendation to Council.

The meeting ended at 9.08pm

Chairman: _____

Dated: _____