



## Minutes of the Finance & General Purposes Committee Meeting on Monday 16<sup>th</sup> July 2018

### Present

**Chairman:** Cllr Hartnell  
**Councillors:** Beer, Read, Rowland, Sanham and Squire  
**In attendance:** Town Clerk

### **31. Apologies for Absence**

Apologies were received and accepted from Cllr Burrows.

### **32. Declaration of Interest**

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

### **33. Minutes of the previous meeting**

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting on Monday 18<sup>th</sup> June 2018, subject to the appendix relating to minute 22 (Records Management and Document Retention Policy) being amended to treat agendas in the same way as minutes and to state that all confidential waste will be shredded.

(moved Cllr Hartnell; seconded Cllr Read)

### **34. Public Question Time**

There were no members of the public present

### **35. Payments and Receipts and unpaid invoices report**

The Committee reviewed the reports from the new Finance System.

#### Payments

Discussion took place around:

- The payment for Testudo – the Town Clerk confirmed that they were now going to be putting up and taking down the Gazebos for the Artisan Markets
- Why there were three payments to EDDC for Temporary Event Notices. The Town Clerk clarified that there had been some confusion from EDDC as to whether we needed a TEN for 1<sup>st</sup> July so one payment of £21 has been refunded.
- Cllr Sanham said she believed that some of the seafront banners had been duplicated & the Town Clerk confirmed that she would look into it
- The payment for Mr Nation and Cllr Squire confirmed that she would look into what sort of checks her former employer used to do it terms of paying invoices of this nature and report back to the next meeting

#### Receipts

The Committee asked for the receipts to be brought back to the next meeting with more detail on it as to the cost codes and where the income had been allocated to.

### Unpaid Invoices

Discussion took place around:

- The layout of the report and whether there were other options for displaying the information so Councillors could see the cost codes of the debts
- The need to write off the debt for Indulgence Cakes for the 2016/17 financial year
- The need to bring a debt management policy to the Committee

The Committee **RESOLVED** to write off the debt of £51 relating to indulgence cakes (moved Cllr Hartnell; seconded Cllr Beer)

The Committee **RESOLVED** that a short debt management policy be brought to the August Committee meeting (moved Cllr Hartnell)

Cllr Rowland requested that thanks be recorded to the Town Clerk for all of the work completed on the new finance system

### **36. Petty Cash expenditure**

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

### **37. Budget to date**

The Committee reviewed the annual budget report from the new Finance System.

Discussion took place around:

- Further updating to be completed on the budget to remove the 1 listed on the report and also to update it with the carried forward balances
- The need to get three quotes for a new window cleaner as the previous one was no longer operating
- Why code 4625 (Alarm Annual Contract and Maintenance) was overspent at £419 when the budget was £350 – the Town Clerk to look into this
- Allotments – with the building work taking place near the allotments site and water leak further up from the site, it was requested that the Town Maintenance Officer check the water meter at the allotments on a regular basis
- The actual amounts on code 4675 (Grounds maintenance) needing to be journalled to 4730 (annual grounds contract)
- Whether the new system would produce a forecast report showing the year end position
- The need for a more detailed report on variances (exception reporting)

The Committee **RESOLVED** to agree the budget to date and also that a sample of reports from the new system to be an agenda item on the August agenda (moved Cllr Hartnell)

### **38. Bank Reconciliations**

The Committee reviewed the bank reconciliation reports for the months of April, May and June 2018 from the new finance system

The Committee **RESOLVED** to approve the bank reconciliation reports for April, May and June 2018  
(moved Cllr Hartnell)

### **39. Risk Assessment**

The Town Clerk confirmed that there were problems with the risk management software following the installation of the new computers but that this was now resolved and that the report would come back to the new Committee meeting.

### **40. Cyber Security Checklist**

Discussion took place around:

- Adding Cyber Security risks to the risk assessment
- To consider if Councillors need to have virus protection
- The need for more detailed information on the checklist

The Committee **RESOLVED** that the Town Clerk would bring back a more detailed Cyber Security Checklist to the next meeting of the Committee  
(moved Cllr Hartnell)

### **41. Update on actions arising including Marshlands**

Scouts lease – The Town Clerk was asked to obtain two other quotes from Milford and Dormer and Bevis and Beckinsdale to bring back to the Committee

Town Hall parking – as there had still been no reply from Devon County Council regarding a stencil, the Committee asked the Town Clerk to contact EDDC to see if they could do this work as part of the Service Level Agreement

The meeting ended at 9.15pm

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

**Dated:** \_\_\_\_\_