



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

Present

Chairman:	Cllr Beer
Councillors:	Ledger, Read & Rowland
In attendance:	Locum Town Clerk Cllr P Burrows No public

159. Apologies for Absence

Apologies were received and accepted from Cllrs Hartnell, Sanham and Squire.

160. Declaration of Interest

There were no declarations of interest

161. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting held on Monday 21st January 2019 (moved Cllr Rowland; seconded Cllr Read).

162. Public Question Time

There were no members of the public present

163. Payments, Receipts and Unpaid Invoices

Cash Book Receipts

Discussion took place around:

- Cycle Fest Income 1st Chard Wheelers contribution of £705.84 to Cycle Fest
- Grant of £3,376.37 from Devon Air Ambulance needs to be transferred to the Cricket Club
- Town Hall Income showing £65, They have paid the Town Council more than this figure. The £65 is for the annual rent

Unpaid Invoices

Discussion took place around:

- Cllr Beer to ask for a copy of the invoice for account code BRI001 for £17 so that he can ask for payment of the invoice
- The oldest outstanding invoices are dated 14th December and were for the Christmas Market. Cllr Beer to discuss this with the Town Clerk

Treasurer's Account – Cashbook

Discussion took place around:

- Photocopier protection. Is this a monthly payment for breakdown cover or is it the lease payment?

- Payment of £120 to Seaton Print and Design for Christmas cards. Is this for official Christmas cards sent out by the Town Council? Cllr Burrows replied saying he had sent out Christmas cards from the Mayor/Chairman of the Town Council as he held that position in December
- Payment of £34.80 on 14/1/2019 to SecureForce UK Ltd for mobile security. This is a call out charge if the security alarm goes off and none of the local contacts respond to the alarm. A company is then called out to reset the alarm. The problem is caused by the middle office on the first floor which needs to have its alarm looked at. Cllr Read asked if there was any news on the new front door as one reason for having a new door was to prevent wind going through the letter box on the current door and setting the alarm off. The purchase of the door has been approved. Cllr Beer would ask the Town Clerk what progress was being made on getting the new door.

The Committee **RESOLVED** to approve the reports for receipts, payments and unpaid invoices
(moved Cllr Beer)

164. Petty Cash

The Committee **RESOLVED** to agree the petty cash reconciliation report
(moved Cllr Beer)

165. Budget to Date

Discussion took place around:

- The Committee reiterated the resolution made at the meeting on 14th January that EDDC be invoiced for £7,500 which is a salary contribution for the Town Maintenance Operatives. Cllr Beer would speak to the Town Clerk about whether an invoice had been raised
- The Events Officer appears to have been paid more than nine months salary. Still three months to go to year end. Has any overtime been signed off? The Officer was paid a level amount each month on the understanding that the hours may differ from one month to another
- Allotments Administration. Was the £500 for administration costs
- The Marketing Budget and Advertising Budget for the year was nearly spent and there is only around £1,000 left in the budget for the two remaining months of the year, so both budgets will be overspent at year end. Does the figure in the budget include VAT? Has more expense been authorised and if so who signed it off? It would be helpful if the 'Projected' column was filled in on the budget sheets
- Bus Shelter-Refurbishment and Street Furniture Maintenance budgets combined totalling £3,500, only £10 has been spent year to date. Is a bus shelter review being carried out? Cllr Beer to ask the Town Clerk what progress has been made with the review
- Have the Scout Lease and Martial Arts Lease been paid for the year? They should be paid within the next month.
- Town Hall Income expense code rather confusing. To make it clearer it should read Gateway Lease and Town Hall Maintenance in the future. Does the insurance for the Town Hall need to be looked at and is the current policy for a fixed term? Do insurance quotes need to be sought for the Town Hall in the near future? Cllr Beer to ask the Town Clerk when quotes need to be sought

- Marshlands: A new tenant has taken a room on the first floor. There are two rooms left to let out on the first floor and for the future it needs to be decided how to dispose of the baths on the first floor.
- Gateway signs. Have asked for the description to be changed from Gateway signs to Speed Limit signs as it has been agreed that it is the Town Councils contribution towards Devon County Council changing the speed limit at the top of the A3052 to 40mph at the junction with Seaton Down Hill. The figure in the budget is the Town Councils contribution towards the signage. Devon County Council need to be reminded to send an invoice for this work.
- The money which the Town Council is holding for the Fire Victims Fund needs to be passed onto East Devon District Council.
- Look for quotes for the hiring of a cherry picker to put up the lights at Christmas

The Committee **RESOLVED** to note the budget to date
(moved Cllr Beer)

166. Bank Reconciliation

The Committee **RESOLVED** to note the bank reconciliation up to the 31st January 2019 but clarification is needed as to whether Testudo are still in existence as their cheque has not been presented which was issued in September.
(moved Cllr Beer)

167. Year End Closedown

Discussion took place around:

- Proposal from Rialtas to carry out the Town Councils Year End accounts preparation. It was thought that for this year it would be advisable if Rialtas undertook the Year End accounts preparation. Cllr Beer to confirm with the Town Clerk whether the Town Council is committed to use Rialtas to carry out the Year End accounts preparation.
- Making Tax Digital (MTD) for VAT comes into effect from April. Do the Town Council need to look into this or can it be done through Rialtas? It may be an extra expense and has to be done this year. Cllr Beer to clarify this with the Town Clerk.

The Committee **RESOLVED** to approve to give Cllr Beer delegated power to make a decision depending on his discussion with the Town Clerk.
(moved Cllr Rowland, seconded Cllr Read)

Cllr Burrows left the meeting following this agenda item

168. Update on Actions Arising

There were no updates on Actions Arising available for the meeting.

169. 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 item 12 on this agenda as there is likely to be a disclosure of commercially sensitive information

170. Update on Town Hall Service Level Agreement

Discussions took place around:

- EDDC cannot support the Town Council with another SLA going forward
- Quotes are needed for repairs to the Town Hall if there is no SLA in place

The Committee **RESOLVED** that the Town Maintenance Person identifies any issues with the Town Hall roof and that Cllr Beer contacts EDDC with reference to entering into a new SLA

(moved Cllr Rowland; seconded Cllr Read)

The meeting ended at 8.18pm

Chairman: _____

Dated: _____