



## Minutes of the Finance & General Purposes Committee Meeting on Monday 18<sup>th</sup> June 2018

### Present

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

### **14. Apologies for Absence**

Apologies were received and accepted from Cllr Beer.

### **15. Declaration of Interest**

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

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

Councillor Rowland declared a Personal Interest in agenda item 14 as he is a member of the Seaton Down Hill speed watch team

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

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting on Monday 21<sup>st</sup> May 2018  
(moved Cllr Read; seconded Cllr Squire)

The Committee **RESOLVED** to approve the minutes of the Estates meeting on Monday 23<sup>rd</sup> April 2018.  
(Moved Cllr Rowland; seconded Cllr Hartnell)

### **17. Public Question Time**

There were no members of the public present

### **18. Payments and Receipts and SAGE report**

#### Receipts 2018/19

The Town Clerk confirmed that the issue of publishing the names of customers on this report (due to GDPR) will be discussed with the new Finance System software provider during training later this week.

#### Payments 2018/19

Discussion took place around:

- The process for the payment to the Town Maintenance Person re the Artisan Market
- 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

- The need to add wording into the Financial Regulations regarding pro-forma invoices

The Committee **RESOLVED** that a request be made to the Town Maintenance Person to submit an invoice demonstrating his self employed status or repay the money and to be paid through Payroll.

(moved Cllr Rowland; seconded Cllr Read)

The Committee **NOTED** the receipts and payments report

(moved Cllr Hartnell)

### **19. Petty Cash expenditure**

The Committee reviewed the petty cash reconciliation report and **RESOLVED** to approve the petty cash imprest report

(moved Cllr Hartnell; seconded Cllr Rowland)

### **20. Budget to date**

The Town Clerk confirmed that there was no report to present at the current time as the Council is currently in between finance systems. She advised Councillors that she had been working on a budget report based on the old financial system report and populating it with the actual income and expenditure to date. This information would be sent around to all Councillors.

The Committee **RESOLVED** to purchase a new urn

(moved Cllr Sanham; seconded Cllr Hartnell)

The Committee **RESOLVED** to purchase 4 gazebos and 4 tables from the Cycle Fest budget as well as A boards if it was found that the Council is short of them

(moved Cllr Rowland; seconded Cllr Sanham)

The Committee **RESOLVED** to hire a skip for the removal of the rubbish at the allotments from the allotments budget

(moved Cllr Squire; seconded Cllr Hartnell)

### **21. Bank Reconciliation**

The Town Clerk confirmed that there was no report to present at the current time as the Council is currently in between finance systems.

### **22. Records Management and Document Retention Policy**

The Committee **RESOLVED** to **RECOMMEND** the draft Records Management and Document Retention Policy to Full Council for approval

(moved Cllr Hartnell; seconded Cllr Rowland)

### **23. Information Security Policy**

The Committee **RESOLVED** to **RECOMMEND** the draft Information Security Policy to Full Council for approval

(moved Cllr Hartnell; seconded Cllr Rowland)

### **24. Cyber Security Policy**

The Committee **RESOLVED** that the Town Clerk would fill in the Cyber Security Checklist and bring this back to the next meeting of the Committee  
(moved Cllr Hartnell; seconded Cllr Rowland)

### **25. Subject Access Request Policy**

The Committee **RESOLVED** to **RECOMMEND** the draft Subject Access Request Policy to Full Council for approval  
(moved Cllr Hartnell; seconded Cllr Rowland)

### **26. Fire Risk Assessment**

Discussion took place around:

- The need to have clarity as to whether the Council has to carry out all of the works to the fire doors
- The need to get two more quotes for the work to be done
- The Town Clerk to speak to the local fire station to see if they can assist with fire warden training
- The need to have the fire risk assessment as a standing item on each agenda

The Committee **RESOLVED** that two more quotes be obtained for the works to the fire doors and a report be brought back to Committee  
(moved Cllr Rowland; seconded Cllr Hartnell)

### **27. To consider a proposal from Cllr Rowland that the budget expense for an additional VAS sign on Seaton Down Road towards the expense required for DCC to change the speed limit on the A3052 junction with Seaton Down Hill to 40mph and on Seaton Down Hill from the junction until the 30mph limit**

The Committee **RESOLVED** to change the budget heading from Seaton Down Hill Gateway signs to A3052/Seaton Down Hill Road Safety Measures  
(moved Cllr Rowland; seconded Cllr Hartnell)

### **28. Update on Actions arising from previous meetings**

#### Finance System

The Town Clerk confirmed that the training on the new Finance System was taking place on 19<sup>th</sup> and 21<sup>st</sup> June and that once completed the work would be done to set up suppliers and customers on the system as well as then inputting all income and expenditure from the first three months of the financial year.

### **29. Confidential Items**

Cllr Hartnell moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda item 17 as there was likely to be disclosure of confidential information as matters were being discussed which are commercially sensitive.

### **30. Vehicle Insurance Renewal**

The Committee **RESOLVED** to purchase vehicle insurance with One Insurance  
(moved Cllr Hartnell; seconded Cllr Rowland)

The meeting ended at 9.25pm

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

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