



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

Present

Chairman: Cllr Hartnell (elected as Chairman in the absence of Cllr Beer)

Councillors: Cllrs Ledger, Read & Sanham

In attendance: Locum Town Clerk
Admin & Finance Officer
Cllr P Burrows

171. Apologies for Absence

Apologies were received and accepted from Cllrs Beer, Rowland and Squire.

172. Declaration of Interest

Cllr Hartnell declared a personal interest as a Councillor with East Devon District Council (EDDC)

173. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting held on Monday 18th February 2019

It was noted that at the meeting of 18th February clarification had been requested as to whether the Council was committed to the close down being undertaken by RBS. The Locum Clerk confirmed that he could perform the year end close down.

It was **RESOLVED** that RBS would not be required to undertake the year end close down and the Locum Clerk was to advise them accordingly.

174. Public Question Time

There were no members of the public present

175. Payments, Receipts and Unpaid Invoices

The monthly report of payments, receipts and unpaid invoices had been circulated.

Cash Book Payments

It was **RESOLVED** that:

- energy bills were to be monitored to ensure real savings are being shown on the new contract;
- clarification was to be provided for the next meeting on the period covered for the last gas bill and whether it is estimated or based on an actual reading;

- clarification was required for the next meeting on whether the bill for Cliff Field Gardens was correct as it included sewerage costs;
- the Communities Committee was requested to clarify whether all trees identified in the submitted Tree Risk Assessment as needing work are within Seaton Town Council's boundaries.

Unpaid Invoices

It was **RESOLVED** that :

- The Committee would like clearer identification in reports as to which Council activity unpaid invoices refer to;
- A report for each code;
- Unpaid invoices to be chased;
- Further bookings for markets should not be taken if money is outstanding;
- A Debt Management Policy to be bought back to the Committee for approval.

Cash Book Income

There was a discussion on the need to review nominal codes to ensure that there were no discrepancies.

It was **RESOLVED** that any queries were to be forwarded to the Clerk.

The Committee **RESOLVED** to approve the reports for Payments, Receipts, and Unpaid Invoices.

176. Petty Cash

The Committee **RESOLVED** to agree the petty cash reconciliation report

177. Budget to Date

Discussion took place on the budget to date.

It was **RESOLVED** to note the budget with further information on the following matters required for the next meeting:

- A breakdown of One Voice invoices;
- An update on payment of EDDC 's salary contribution for 2019/20
- Whether the Council's subscription to DAPC could be cancelled;
- Why the Computer/IT budget is over spent
- Why the Civic Expenses budget is over spent
- Whether allocation for Town Signage & Brown Signs has been correctly coded
- An update on activation of the Seaton App

CLlr Burrows left the meeting at 7.55pm

- Following advice from EDDC that they no longer provided an SLA for the maintenance of the Town Hall, a copy of their Schedule of Maintenance to be requested;

- The Handyman to provide a report on the leaking roof at The Town Hall as a matter of urgency;

Cllr Hartnell left the meeting at 8.00pm, Cllr Read took over as Chairman.

- A report was required on gas heating maintenance and whether boilers at the front of the building need servicing;
- A report was required on the programme for Wi Fi maintenance;
- Confirmation was required on whether all contracted works for Marshlands had been completed;
- A full report on the allotments budget was required to ensure that brought forward figures were shown and the annual transfer to general funds was made towards administrating the facility;
- The Seafront Enhancement EMR needs to be transferred into the current year's budget spend;

It was **RESOLVED** to note that:

- Confirmation had been received that EDDC will make a one-off contribution of £5,000 towards the Seaton Primary School swimming pool for 2019/20;
- Cllr Beer will provide an update at the next meeting on the financial arrangements for the Air Ambulance Night Time Landing Site

178. Bank Reconciliation

The Committee **RESOLVED** that a Councillor could attend the office monthly to sign off the bank reconciliation

179. Market Manager

The Committee **RESOLVED** that the Communities Committee would deal with the appointment of the Market Manager as agreed

180. Fire Safety Procedures

The Committee **RESOLVED** to adopt the Fire Safety Procedures document subject to a review, with comments to be circulated to the Admin Assistant.

181. Update on Actions Arising

The following updates were noted:

- A report was to be produced on the options for use of the bathrooms in Marshlands;
- A report on Bus Shelters was awaited;
- Donations received from the public for the Fire Victim Fund were to be handed to EDDC who were managing distribution of the Fund;
- A report on Event Officer budget overspend to be provided;
- A report on the marketing contract budget overspend to be provided;
- A report on whether the Council's current software was compatible to enable Digital Tax returns.

182. 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 14 on this agenda as there is likely to be a disclosure of commercially sensitive information

183. Insurance

It was noted that the Coucil's insurance was due for review and renewal.

It was **RESOLVED** that the Clerk should obtain three quotes for insurance via the proposed Insurance Broker.

184. Tenant Request

The Committee was advised that a tenant had requested permission to install a washing machine .

Concern was expressed that this would result in increased energy costs as well as there being insurance implications with the potential for water damage.

It was **RESOLVED** that regrettably the request could not be approved for the above reasons and the Clerk should advise the tenant accordingly.

185. School Swimming Pool

This matter had been discussed under agenda item 177

186. Town Crier Honorarium

It was queried whether the retiring Town Crier had received his Honorarium for the current year and clarification was requested.

It was **RESOLVED**, subject to clarification that he had not received payment, to make a payment of £300.

The meeting ended at 8.40pm

Chairman: _____

Dated: _____