



Minutes of the Finance & General Purposes Committee Meeting on Monday 21st January 2019

Present

Chairman: Cllr Beer
Councillors: Ledger, Read, Rowland, Sanham & Squire
In attendance: Town Clerk
No public

143. Apologies for Absence

Apologies were received and accepted from Cllr Hartnell.
Cllr Burrows was not present

144. Declaration of Interest

There were no declarations of interest.

145. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting held on Monday 17th December 2018 (moved Cllr Rowland; seconded Cllr Read).

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting held on Monday 14th January 2019 subject to the date listed on the minutes to be amended to 14.01.19 from 17th December 2018 (moved Cllr Squire; seconded Cllr Read).

146. Public Question Time

There were no members of the public present

147. Payments, Receipts and Unpaid Invoices

Receipts

Discussion took place around:

- The new style report and the fact that the Councillors liked the report

Payments

Discussion took place around:

- What was included in the One Voice invoice
- The electric bill and the jump in amounts from £160.94 for 17/10/18 to 17/11/18 to £266.75 for 17/11/18 to 17/12/18
- Whether the Council is in a contract with TalkTalk – the Town Clerk to look into this and report back to the next meeting
- Which budget the prize for Independent Seaton came from
- The need for a list of contracts and renewal dates in respect of websites and details of who owns them

- What the payments for Juliette Williams and Michelle Oldfield related to. The Town Clerk confirmed they were expenses paid in regard to the Christmas Light Switch on event

Unpaid Invoices

The Town Clerk confirmed that the outstanding amount had now reduced as the invoice for account code PAL001 had been paid

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

148. Petty Cash

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

149. Budget to Date

Discussion took place around:

- The need for a breakdown of what is included under Civic expenses
- The need to have a breakdown of the One Voice payments in this financial year in respect of the contract and advertising budget
- The need to ensure that bookings for the Marshlands function room are invoiced and paid up front
- The need for clarification from East Devon District Council as to the cost of an election
- The need for a breakdown of Christmas expenses
- The need for a breakdown of what has been coded to banners and bunting

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

150. Bank Reconciliation

The Committee **RESOLVED** to approve the bank reconciliation up to the 31st December 2018
(moved Cllr Beer)

151. Debt Management Policy

Discussion took place around:

- There shouldn't be too many debts to chase up with room bookings being paid in advance
- Whether allotment debts should be subject to a different policy
- Whether the section on unpaid income and bad debt was appropriate
- Whether the Council could add an amount to the debt if it isn't paid within a certain time period or whether this should be an RPI plus a % on terms
- The need for further consideration to be given to the policy

The Committee **RESOLVED** that the Debt Management Policy be brought back to the next meeting of the Committee
(moved Cllr Beer)

152. Update on Actions Arising

Discussion took place around:

- The update on Core Office IT – covered under the confidential part of the meeting
- Whether there had been any update in terms of the Silent Solider from the Royal British Legion – the Town Clerk confirmed that there hadn't
- Progress on the inventory for Marshlands
- The need for the Town Clerk to send around an update on the queries from the November meeting

153. 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 12 to 16 on this agenda as there is likely to be a disclosure of commercially sensitive information

154. Carpet for Marshlands

The Committee **RESOLVED** that JKS be selected as the successful supplier for the carpet for Marshlands
(moved Cllr Squire; seconded Cllr Rowland)

155. PAT Testing

The Committee **RESOLVED** that Coly Electrical be selected as the successful supplier for the PAT Testing
(moved Cllr Ledger; seconded Cllr Read)

156. IT Support and Maintenance

The Committee **NOTED** the update and agreed that IT Support and Maintenance continue to be provided by Core Office IT

157. Update on Marshlands Office Space

The Committee received an update in respect of Marshlands Office Space

158. Payment from EDDC

The Committee reiterated the resolution made at the meeting on 14th January 2019 that EDDC be invoiced for £7,500

The meeting ended at 9.00pm

Chairman: _____

Dated: _____