



Minutes of the Finance & General Purposes Committee Meeting on Monday 8th October 2018

Present

Chairman: Cllr Hartnell

Councillors: Beer, Burrows, Ledger, Read, Rowland, Sanham and Squire

In attendance: Town Clerk
No public

82. Apologies for Absence

Apologies were received and accepted from Cllr Rowland.

83. Declaration of Interest

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

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

Councillor Burrows declared a Personal Interest in agenda item 15, Radiator Valves as one of the people quoting is a personal friend

84. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting held on Monday 10th September 2018
(moved Cllr Read; seconded Cllr Beer)

The Committee **RESOLVED** to approve the minutes of the Special Finance and General Purposes meeting held on Monday 24th September 2018
(moved Cllr Read; seconded Cllr Burrows)

85. Public Question Time

There were no members of the public present

86. Payments, Receipts and Unpaid Invoices

Payments

Discussion took place around:

- Clarification on the periods covered by the invoices from Copycare. The Town Clerk confirmed that the first invoice totalling £107.45 covered the period of 23/04/18 to 31/07/18. The second invoice totalling £20.87 covered the period of 01/08/18 to 31/08/18.
- The cost of sanitary provision for 2018/19 £171 net and £205.20
- The £244 under the Marshlands Contingency code was a £29 call out fee for the alarm and £215 related to the Energy Performance Certificate

- The sum of £6095.11 paid for the Devon Air Ambulance Night Time Landing Strip. The Town Clerk confirmed that a grant for circa £3,000 would be paid to the Council for the project.
- The need to look at the Microsoft provision going forward

The Committee **RESOLVED** that any balance remaining in terms of the Devon Air Ambulance Night Time Landing Strip be ringfenced for future years maintenance costs
(moved Cllr Hartnell; seconded Cllr Beer)

The Committee **RESOLVED** to approve the payments report
(moved Cllr Hartnell)

Income

The Committee **RESOLVED** to approve the receipts report
(moved Cllr Hartnell)

Unpaid Invoices

Discussion took place around:

- Whether it is possible to include the cost code on the report. The Town Clerk was requested to investigate this with the software provider
- Concern was expressed that some Allotment invoices are still outstanding
- The Debtors Policy to be drafted and returned to the Committee

The Committee **RESOLVED** to approve the unpaid invoices report
(moved Cllr Hartnell; seconded Cllr Squire)

87. Petty Cash

The Committee **RESOLVED** to approve the petty cash reconciliation report
(moved Cllr Hartnell; seconded Cllr Burrows)

88. Budget to Date

Discussion took place around:

- The budget for websites being transferred into one code
- Grants Policy and this going onto the agenda for the next Council meeting
- Whether there would be any further expenditure on staff recruitment as cost code 4070 recruitment advertising is already over budget
- Cyclefest income and expenditure – a report on the budget to go to both the next meetings of the Communities Committee and Finance and General Purposes Committee
- The need to reclaim the grant funding for the Heritage Trail project
- Where the cost of the fire remedial work will be coded
- The fact that the Council hasn't received any invoices from Seaton Jurassic since June
- The allotments water bill being in credit but South West Water being unable to read the meter due to the Baker Estates building works

The Committee **RESOLVED** to approve the budget to date report
(moved Cllr Burrows; seconded Cllr Hartnell)

89. Bank Reconciliation

The Committee **RESOLVED** to approve the bank reconciliation up to the 30th September 2018
(moved Cllr Hartnell)

90. Budget for 2019/20

This item was deferred to the next meeting of the Finance and General Purposes Committee

91. Parishes Together Funding

Discussion took place around:

- The need to chase up Devon County Council in respect of the Brown Tourism signs invoice

The Committee **RESOLVED** that the Town Clerk write to all Councillors and ask them for ideas and that this item is included on the next agenda of Full Council
(moved Cllr Squire; seconded Cllr Hartnell)

92. Locality Budget and Invest in Devon Fund

The Committee **RESOLVED** that the Town Clerk write to all Councillors and ask them for ideas and that this item is included on the next agenda of Full Council
(moved Cllr Squire; seconded Cllr Hartnell)

93. Update on Actions from previous meetings

The Committee discussed the letterbox and agreed that it be a stand alone letterbox

94. 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 14 to 19 on this agenda as there is likely to be a disclosure of commercially sensitive information

95. Lighting in Windsor Gardens

The Committee **RESOLVED** that a single flood light and generator be purchased to light Windsor Gardens on Saturday 1st December and that Artisan market traders provide their own lighting for inside the gazebos.
(moved Cllr Ledger; seconded Cllr Hartnell)

96. Radiator Valves

The Committee agreed that this would come back to the next meeting

97. Payment from East Devon District Council (EDDC)

This item would be on the next meeting of the Communities Committee

98. Update on Marshlands Office Space

It was agreed that a motion would need to go to Council

99. Update on the Seafront Enhancement Scheme and Moridunum

This item to be discussed at the next meeting of Council

100. EDF Energy invoice

The Committee **RESOLVED** to pay the invoice
(moved Cllr Hartnell)

The meeting ended at 9.17pm

Chairman: _____

Dated: _____