



**Minutes of the Remote Finance & General Purposes Committee Meeting  
on Wednesday, 22<sup>nd</sup> July 2020**

**Present:**

**Chairman:** Cllr. D Ledger

**Councillors:** K Beer, J Russell, A Singh M Hartnell & D Haggerty

**In attendance:** Town Clerk

**9. Apologies for absence**

Apologies for absence received from Cllr Bowman as he was away and it was noted that Cllr Rowland was not present due to his resignation from the Town Council earlier in the day

**10. Declarations of Interest**

Cllrs Ledger and Hartnell declared a personal interest as councillors with East Devon District Council (EDDC)

**11. Minutes of the previous meeting**

Members **RESOLVED** to agree the minutes of the Finance and General Purposes meeting held on Tuesday 16 June 2020.

(moved Cllr Beer; seconded Cllr Haggerty)

**12. Public Question Time**

No questions were asked by members of the public.

**13. Payments, Receipts & Unpaid Invoices**

Members received a report of payments, income and unpaid invoices as at 30 June 2020 and **RESOLVED** to:

- ratify the schedule of payments up to 30 June 2020 as already approved under the Council's Scheme of Delegations;
- noted the receipts up to 30 June 2020; and
- noted the outstanding unpaid invoices as at 30 June 2020

(moved Cllr Hartnell; seconded Cllr Singh)

**14. Bank Reconciliation**

Members **RESOLVED** to approve the bank reconciliation to 30 June 2020

(moved Cllr Haggerty; seconded Cllr Singh)

**15. Petty Cash Reconciliation**

Members **RESOLVED** to approve the petty cash reconciliation to 30 June 2020

(moved Cllr Beer; seconded Cllr Haggerty)



## 16. Review banking arrangements and authorised signatories

Members **RESOLVED** to:

1. approve the Council's ongoing banking arrangements including the continued authorisation of the Town Clerk as Service Administrator for the purposes of internet banking for payments up to £2,100
2. approve the ongoing authorisation of Cllrs. Beer, Ledger, Singh and the Town Clerk and in addition Cllr Hartnell as the Council's authorised signatories and to remove Cllr Rowland as a signatory as he was no longer a councillor (moved Cllr Beer; seconded Cllr Haggerty)

## 17. Review of the Committee Terms of Reference

Members **RESOLVED** to recommend the updated terms of reference for this Committee for adoption by Council at its next meeting.

(moved Cllr Beer; seconded Cllr Singh)

## 18. Budget Review – 2020/21 Q.1

Members **RESOLVED** to note the budget to date, including variances

(moved Cllr Beer; seconded Cllr Hartnell)

## 19. Vote of Thanks

Cllr Ledger, as Chairman of the Committee, asked that the Council's thanks to Cllr Rowland for all he had done for the town be formally noted and a letter would be sent to him by the Mayor on behalf of Seaton Town Council.

## Confidential Items

The Chairman moved and the Committee **RESOLVED** that in accordance with the Council's Standing Order 3 (d) press and public would be excluded from the meeting during the discussions of item 11 & 12 on this agenda as there was likely to be disclosure of confidential information.

## 20. Consideration of request by Gateway Theatre

Members received an update from Cllr. Hartnell, who had attended a meeting of the trustees of the Gateway on the 21 July as a representative of the Council.

He reported that it had been a positive and informative meeting and that he would be content to attend future meetings in a similar capacity, as requested by the Gateway. It was proposed that, whilst no immediate intervention was needed by the Council, he felt it would be helpful to monitor the situation and keep the Council updated on the Gateway's position at its monthly Finance & General Purposes meetings.

Members therefore **RESOLVED**:

1. to note Cllr. Hartnell's update on the Gateway

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2. to add a standing item to provide an update on the Gateway's position to each agenda of this committee
3. that Cllr Hartnell should continue to attend meetings of the Gateway's trustees on behalf of the Council and monitor the position, for as long as the trustees were agreeable to this

(moved Cllr Hartnell; seconded Cllr Haggerty)

### 21. Review of payments regarding Tourist Information Services

Members received an update from Cllr Beer as to the discussions he had had with Seaton Jurassic regarding the very limited provision of TIC services during the shutdown of the building due to the pandemic. The Town Clerk outlined to Members the provisions of the service level agreement between Devon Wildlife Services and the Council.

Whilst the service provided under the service level agreement since late March had fallen below what had been agreed, Members recognised and acknowledged that this was due to the unprecedented challenges presented by the global pandemic and no criticism was intended of Seaton Jurassic as the Council's partner in providing TIC services.

However, the Council had a duty to account for its expenditure to the public and Members, after lengthy discussions, Members took the view that they could not justify making payments to DWS for the period during which the TIC had been closed. It was noted that Seaton Jurassic would re-open on 24 July.

Members therefore **RESOLVED** that no payments would be made for the first quarter (April to June), 50% of the monthly fee would be paid for July to reflect the reopening of the service on 24 July and full payments would resume, as from 1 August, as long as TIC services were open and available 7 days a week as required under the service level agreement.

The Clerk would write to Seaton Jurassic and confirm the decision.

(moved Cllr Hartnell; seconded Cllr Beer)

Meeting closed at 6.15pm

Chairman: 

Date: 19.10.2020

