

EXMOUTH TOWN COUNCIL

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, EXMOUTH ON MONDAY 20TH JUNE 2011 AT 7.00PM

PRESENT: Councillors: R Turner (Chairman)
D Chapman
B Cole J Mitchell
T Cope M Mitchell
T Dumper S Sutton
V Duval-Steer B Taylor
L Elson M Williamson
P Graham E Wragg
J Humphreys S Wragg

APOLOGIES: Councillors A Greenhalgh, I Stewart, P Stott & B Nash

F1 CHAIRMAN'S STATEMENT

As this was his first meeting as Chairman, Councillor Turner stated that he wished to ensure that councillors would normally not speak for more than 3 minutes and that he would give the leader of each group the opportunity to speak first where a debate was to occur. There followed some discussion on the 3 minute rule in Standing Orders and the fact that the leader of the Lib Dem group was not a member of the committee. The Chairman suggested that a member could be selected from amongst their group to take the lead on the Committee. This proposition was not accepted.

Note: - *The above, in italics, is an addition by the Committee to the minutes made at its request, for the sake of completeness.*

F2 MINUTES OF THE MEETING HELD ON 18TH APRIL 2011

The Minutes of the meeting held on 18th April 2011 were approved and signed as a correct record.

F3 URGENT BUSINESS

The Town Clerk reported on the proposed arrangements for the Tour of Britain event. The programme was explained including the hiring of Show of Hands to play in the Pavilion on 15th September. The cost of hiring Show of Hands would be carried by the Council with the intention of selling tickets up to 750 and any surplus assisting with any costs arising on the rest of the programme for hosting events.

F4 EXCLUSION OF PUBLIC AND PRESS

RESOLVED that under the Public Bodies Admission to Meetings Act 1960 The public and press be excluded in respect of item 11 on the Agenda, because it is not in the public interest to discuss in public as it relates to confidential information relating to staff.

F5 BUSINESS IMPROVEMENT DISTRICT

Lucy Ball who has been appointed to appraise the feasibility of a BID for Exmouth gave an update on the work she has carried out so far. She explained that she was working on defining the area of the bid, those companies that may be voluntary contributors to the bid and the value which could be achieved for businesses to spend in the town if a BID was agreed. Her work on Phase one would be completed in September when she would report back on the feasibility of progressing with the BID proposal. She would be working with representatives of the business sector as this needed strong backing from businesses in town and their commitment to making it work.

F6 ANNUAL ACCOUNTS 2010/11

The Committee considered the accounts for the year ended 31st March 2011, the following documents were before them:-

- i. Income and Expenditure Accounts
- ii. Balance Sheet
- iii. Supporting statement
- iv. Assets Register
- v. Earmarked Reserves as at 31st March 2011
- vi. Annual Return for the Audit Commission for Council Approval
- vii. Letter from Internal Auditor
- viii. Statement of Internal Control
- ix. Detailed Accounts for 2010/11

The committee reviewed the outturn of accounts at 31st March 2011. In particular the suggested revision of earmarked reserves with adjustments to return money previously allocated and not spent to General Balances. The general balances would then be within £20,000 of the target of 1/3 of precept which was £132,890.

RECOMMENDATIONS that

- a) The annual accounts for 2010/11 be adopted including the Annual Return to the Audit Commission and all of the documents listed above
- b) The adjustments from earmarked reserves to General Balances be approved;
- c) Julie Gregory be commended for her consistent and accurate book keeping over the past year.

F7 Autumn/Winter Grounds Maintenance

The Committee considered a request that Exmouth Town Council pays for Autumn Winter Grounds Maintenance on highway land in line with other towns in the District.

RESOLVED that a Task and Finish Forum be set up to consider the whole of the provision of Grounds Maintenance including flower towers provision.

F8 GRANT SERVICE LEVEL AGREEMENTS

The Committee had before it a report of the Town Clerk to consider which Service Level Agreements were to be renewed.

RESOLVED that

a) The SLA's be adopted as follows to expire in 2014 unless stated below:-

Organisation	Period of Agreement	Amount
* Exmouth & District Community Transport Grp	3 years from 1 st April 2011 to 31 st March 2014	£4,500.00 (previously agreed)
*Exmouth in Bloom	3 years from 1 st April 2011 to 31 st March 2014	£3,220.00 (previously agreed)
Exmouth Carnival	3 years from 1 st April 2011 to 31 st March 2014	£1,000.00 extend existing SLA to 2014
Centre Stage	3 years from 1 st April 2011 to 31 st March 2014	£1,000.00
Exmouth Musical theatre Co	3 years from 1 st April 2011 to 31 st March 2014	£1,000.00
Citizens Advice Bureau	3 years from 1 st April 2011 to 31 st March 2014	£2,250.00
Age Concern	3 years from 1 st April 2011 to 31 st March 2014	£650.00
Exmouth Beach Rescue	3 years from 1 st April 2011 to 31 st March 2014	£1,000.00
Exmouth Swimming & Lifesaving Society	3 years from 1 st April 2011 to 31 st March 2014	£550.00
The Museum of Exmouth		£1,000.00 SLA not to be extended and reviewed at end of current agreement.
Exmouth Community College Cadets	3 years from 1 st April 2011 to 31 st March 2014	£1,000.00
Open Door	3 years from 1 st April 2011 to 31 st March 2014	£1,000.00
Total		£18,170.00

*Separate Budgets from Grants Fund

b) The individual grants be agreed as follows:-

Applicant	Description of Application	Finance Committee Decision
Littleham Family Activity Centre	To replace broken fence around village hall	£200
Exmouth Amateur Youth AFC	New kit, training facilities and coaching courses	£750.00
Respite & Recovery	To fund dance project to help carers and people in recovery	Deferred, Town Clerk to request a report on how many people in Exmouth were helped in the last 12 months, and for a copy of

		their audited accounts
Renaissance	To help with costs representing Exmouth at Jersey Festival	£500.00
Bassetts Farm School PTA	Sensory Garden creation	Refused, the Committee felt that this should be funded by through education budgets or fund raising.
Relate	To help 15 low pay couples/families in Exmouth to access six counselling sessions each	£750.00
BAY FM Radio		£500.00
Total		£2,500.00

Note:

Declaration of Personal Interests as follows:-

Councillors P Graham, L Elson, T Cope, E Wragg, M Williamson, T Dumper and V Ducal-Steer in respect of various organisations in respect of which they are patrons or members.

F9 BUS SERVICE SUBSIDY – EVENING SERVICE 99E

The Committee received details of passenger numbers for this subsidised evening service as requested and various comments were made about the importance of continuing to support this vital service.

F10 SONG CYCLE

The Committee received an email from Olly Davy of Devon Music Service explaining how the project money awarded by this Council had been used.

Note : The press and public had left prior to the next item.

F11 STAFFING MATTERS

Staffing Matters

A copy of the notes of the Chairmen’s Group held on 16th June were circulated. These referred to current staffing matters which required to be addressed as follows:-

(1) Town Clerk’s Post

It was reported that John Wokersien planned to retire at the end of February 2012. It was accepted that the post would need to be advertised with a view to starting the advertising towards the end of September. The Town Clerk would be putting a recruitment pack together shortly for approval by the selection panel before advertising.

(2) Exmouth Arts Manager

The Exmouth Arts Manager Chris Woods would be leaving the employment of the Council on 15th July. It was considered important to replace this post. It was clarified that the main function was to manage the Exmouth Festival and that functions relating to the Strand such as letting pavement licences and providing entertainment and taking bookings for the new small stage would be within the remit of the post. The hours of the post at 20 hours a week were considered to be insufficient for the role and a request for a further 5 hours to be added was considered. It was accepted that in principle the post should be advertised as a 3 year contract but that the Council meeting should confirm the decision to advertise at 25 hours once it had seen the financial details.

There was some discussion about how this post related to Town Management and some questions were asked of the Town Clerk. An exchange between Councillor Eileen Wragg and the Chairman, after the Chairman had requested Councillor Eileen Wragg to allow the Town Clerk to answer her question, resulted in Councillors Eileen and Steve Wragg leaving the room.

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RECOMMENDED that the post be advertised for replacement on a 3 year contract at 25 hours subject to the financial implications being accepted.

(3) Town Maintenance Officer

It was reported that Ted Breeze the Town Maintenance Officer would be retiring on 25th June. Also the caretaker at the Gorfin Hall would be leaving in August. It was agreed to replace the post subject to it being recognised that bus shelter cleaning would be removed with Ferndale taking over maintenance of the shelters for Devon County Council. It might be that all duties could be carried out by one person. The provision of a service for the registrars, preparing the room for weddings and acting as an usher particularly on Saturdays would continue.

RESOLVED that the post be advertised on the same terms as previous.

The meeting closed at 9.08pm

SIGNED.....

DATED.....