

# EXMOUTH TOWN COUNCIL

## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, EXMOUTH ON 9<sup>TH</sup> FEBRUARY 2015 AT 7.23pm

**PRESENT:** Councillors: D Chapman (Chairman)  
 C Nicholas (Vice Chairman)  
 B Cole            T Dumper  
 V Duval-Steer        S Gazzard  
 P Graham            A Greenhalgh  
 J Humphreys        B Nash  
 P Stott                B Toye  
 M Williamson        E Wragg  
 S Wragg

Officers: Lisa Bowman, Town Clerk & Sue Cody, Minute Taker.

### F15/001 APOLOGIES

Councillors T Cope, L Elson, I Stewart & B Taylor.

### F15/002 PUBLIC FORUM

There were no members of the public present at the meeting.

### F15/003 MINUTES OF THE MEETING HELD ON 8th DECEMBER 2014

The Minutes of the meeting held on 8<sup>th</sup> December 2014 were approved and signed as a correct record.

**Proposer: Cllr. M Williamson    Seconded: Cllr. S Gazzard**

### F15/004 DECLARATIONS OF PECUNIARY INTEREST AND DISPENSATION

Item	Councillor	Declaration type		Reason
		Pecuniary	Personal	
C15/013	E Wragg		X	Given Chill a community grant
	V Duval-Steer		X	Knew the Rev Hutchings – Chill Youth Club
	M Williamson			
	B Cole			
	P Graham		X	All were Governors at Exmouth Community College (ECC)
	V Duval-Steer			
	M Williamson			
B Cole				
S Gazzard			X	Knew the organiser of the ECC trip
B Nash			X	His grandson attends ECC
C15/015	P Graham		X	Chairman of Exmouth in Bloom

#### **F14/005 URGENT BUSINESS**

There were no items to be considered under urgent business.

#### **F14/006 EXCLUSION OF PRESS AND PUBLIC**

It was agreed that agenda items 14 & 15 – (Gorfin Hall & Flower Towers contract) would be discussed in Part II of the meeting as it involved the likely disclosure of exempt information as defined in Part I, Schedule 12A of the Local Government Act 1972:

**Note:** There were no members of the press or public present at the meeting.

#### **F15/007 REPORT FROM THE RESPONSIBLE FINANCE OFFICER**

The Responsible Financial Officer had previously circulated a Financial Report which included a Year-To-Date Budget Report. The Town Clerk reported that the current stock of War Bonds was to be redeemed and the value credited to the Town Council's bank account.

#### **F15/008 TO RECEIVE STATEMENT OF INCOME AND EXPENDITURE AGAINST BUDGET AND REVIEW RECONCILIATION OF ACCOUNTS AGAINST BANK ACCOUNTS**

Bank Reconciliation for the financial period ending 31<sup>st</sup> December 2014 had been previously received. Councillor S Gazzard checked the printed bank statements against the bank reconciliation plus the Charitable Trust Funds on behalf of the Committee and confirmed they matched the funds reported. It was noted that the oldest un-presented cheque was for Party Superstore for £102.40 dated 4<sup>th</sup> September 2014.

#### **F15/009 REPORTS FROM OTHER LOCAL BODIES, COUNCILLORS AND THE TOWN CLERK AS APPROPRIATE**

- **Christmas Cracker** – the income and expenditure account (previously circulated) gave a detailed account of the Christmas Cracker event and showed net expenditure of £14,208.55p against an initial budget of £16,000. The savings would be carried into the next financial year to be spent towards town events. Discussion took place on the benefits received by businesses and the public from the event and the Mayor was asked to write a letter of thanks to Suzanne Birkett, Town Management Project Officer, for the many hours she had committed to the event.
- East Devon District Council had housed approximately 560 families during 2014. New applicants were currently being encouraged to register for council accommodation as there was a good chance that should they meet the criteria, housing would become available.
- Exeter Road Primary School and Exmouth Community College had been awarded priority building status.
- The Town Council had been thanked for their support at a recent Allotment Association AGM.
- Confirmation had been given that cars currently parked in Bath Road did belong to the workforce of Premier Inn and would be

parked within the site once the car parking area had been finished.

**F15/010 TO APPROVE GAZEBO HIRE CHARGES FOR EXMOUTH TOWN COUNCIL**

Members had before them a draft Gazebo Policy which would support funds for future replacement of gazebos. Over time the gazebos had needed cleaning and mending with the cost falling to the Town Council. The policy outlined the need for a deposit, returnable once the gazebo was returned in good condition, a charge of either £25 for a commercial organisation or £15 for a not for profit organisation. The replacement cost of a gazebo was around £135. The Town Council would provide the insurance for any liability attached to the hire of gazebos. Councillor V Duval-Steer proposed seconded by Councillor B Cole that the draft Gazebo Policy be adopted and would commence in April 2015.

**Resolved that the draft Gazebo Policy be adopted and would be put in place in April 2015.**

**F15/011 TO NOTE WATER RECHARGE COSTS FOR SHOWER TOWER AT THE OCTAGON AND TO CONSIDER ONGOING WATER COSTS FOR TWO PROPOSED NEW SHOWERS**

Section 106 funding was available to fund two further outdoor showers, one at the Lifeboat Station and one at Imperial Ground. Members were asked to consider future water costs as the cost of water provision for one shower had been £265.12p for the last year. There had been no maintenance cost to date. All members wished to support the provision of two further outdoor showers and agreed to fund the future provision of water for all three outdoor showers.

**F15/012 TO DISCUSS AND AGREE A PROPOSAL FROM ACS SOLUTIONS FOR ON-GOING SERVER AND NETWORK MAINTENANCE COSTS**

The committee had before them a report prepared by the Town Clerk which gave an overview on the current provision of IT equipment and the support needed for Town Council IT system. A budget had been set aside but there was a current shortfall of £708 due primarily to the need for a new server. A support package had also been costed at £217 per month to maintain the system and support staff. Councillor P Stott proposed, seconded by Councillor M Williamson that £708 be released for the provision of a new server and that £217 be funded each month for a trial period of six months. Support to be monitored over the six month period to determine the exact level of support needed.

**RESOLVED that £708 be released for the provision of a new server and that £217 be committed each month for a trial period of six months.**

**F15/013 APPLICATIONS FOR GRANTS**

The committee discussed the three grant applications before them and made the recommendations as shown in the table.

<b>Applicant</b>	<b>Description</b>	<b>Amount Requested</b>	<b>Amount Approved</b>
1. Chill Youth Club	Contribution towards running costs	3 year grant funding @ £5000 / annum	Deferred for further information
2. Exmouth Community College	Contribution towards Performing Arts Tour to New York in July 2015	£5000	Not supported
3. Exmouth Art Group (deferred from previous meeting)	Contribution towards running costs of annual exhibition	3 year grant funding @ £2000 / annum	A one off payment of £500

### **Exclusion of the Public and Press**

**RESOLVED: That under the Public Bodies (Admission to Meetings) Act 1960, the public (including the press) be excluded from the meeting for agenda item 14 & 15 due to the confidential nature of its contents.**

**Note:** The meeting went into Part II.

### **F15/016 DATE OF NEXT MEETING**

The date of the next meeting was 23rd March 2015

**Note:** The chairman advised members that Julie Gregory, Finance Administrator, was recovering from a successful operation and thanked Sue Cody for deputising on her behalf.

**The meeting closed at 8.31 pm**

SIGNED.....  
Chairman

DATED.....