

# EXMOUTH TOWN COUNCIL

## MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER, TOWN HALL, EXMOUTH ON 23<sup>RD</sup> MARCH 2015 AT 7.00pm

**PRESENT:** Councillors: D Chapman (Chairman)  
C Nicholas (Vice Chairman)  
B Cole J Humphreys  
T Cope B Nash  
T Dumper I Stewart  
L Elson P Stott  
S Gazzard B Toye  
P Graham M Williamson  
A Greenhalgh S Wragg

Officers: Lisa Bowman, Town Clerk & Julie Gregory, Minute Taker.

### **F15/017 APOLOGIES**

Councillors V Duval-Steer, M Mitchell, B Taylor & E Wragg

### **F15/018 PUBLIC FORUM**

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

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### **F15/019 MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> FEBRUARY 2015**

The Minutes of the meeting held on 9<sup>th</sup> February 2015 were approved and signed as a correct record.

**Proposer: Cllr. P Stott**

**Seconder: Cllr. S Gazzard**

### **F15/020 DECLARATIONS OF PECUNIARY INTEREST AND DISPENSATION**

Item	Councillor	Declaration type		Reason
		Pecuniary	Personal	
C15/	T Cope L Elson C Nicholas I Stewart		x x x x	All Members of governing body of E&D Community Transport

#### **F14/021 URGENT BUSINESS**

There were no items to be considered under urgent business.

#### **F14/022 EXCLUSION OF PRESS AND PUBLIC**

It was agreed that agenda item 15 – (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.

#### **F15/023 REPORT FROM THE RESPONSIBLE FINANCE OFFICER**

The Responsible Financial Officer had previously circulated a Financial Report which included a Year-To-Date Budget Report and Bank Reconciliation for the financial period ending 28<sup>th</sup> February 2015. Cllr Trevor Cope checked the printed bank statements against the bank reconciliation on behalf of the Committee and confirmed they matched the funds reported. It was noted that there were only 5 unrepresented cheques, all dated 24<sup>th</sup> February 2015.

Cllr Mark Williamson asked if the funds held by the Town Council for the Jurassic Coast Hopper could be used to subsidise the loss of the 4 Community Bus services that DCC were planning to cut. Cllr Trevor Cope reported that the original funding was set up for livery on buses and suspected that it could only be used for this purpose. The Committee asked that the Town Clerk contact DCC for information on what services would be cut in Exmouth and if this money could be used. The Town Clerk advised that the DCC consultation ends on 19<sup>th</sup> April and she would contact DCC after this date.

Cllr Humphries queried the expenditure against Councillors Allowances and a discussion then took place regarding the Councillors' Allowance for 2015/16. A number of Councillors expressed concern that there were insufficient funds in the budget for all 25 Councillors to claim their allowance in the next financial year. The Town Clerk explained that the budget was based on eight Councillors claiming, however the budget could be topped up from reserves if more than 8 Councillors claimed. It was suggested that in future years, the full allowance should be put in the budget in case all Councillors decide to claim.

Cllr Elson asked for clarity on the Xmas Cracker figures, as the figures in the RFO report were different from the figures that Cllr Nash had read out at the Annual Town Meeting. The RFO agreed to look into the figures and report back to Cllr Elson direct.

The Committee debated whether to allow the income and expenditure report to be put on the website in its current format. It was agreed that it might cause too much confusion, however the RFO and finance administrator would look at providing a more user friendly version.

**F15/024 REPORTS FROM OTHER LOCAL BODIES, COUNCILLORS AND THE TOWN CLERK AS APPROPRIATE**

Cllr Cope reported that EDDC's Parishes Together Panel had recently met to discuss the Town Council's application for Cycle Path Lights and its recommendation would be discussed at the April cabinet meeting.

**F15/025 TO APPROVE EXPENDITURE FOR STAFF TRAINING & DEVELOPMENT**

- £475 Microsoft Office Training for five members of staff
- £320 Attendance by Town Clerk at the SLCC Larger Councils Conference – Stratford upon Avon (18<sup>th</sup> & 19<sup>th</sup> June 2015)

**Resolved that the training expenditure be approved.**

**Proposer: Cllr. S Wragg**

**Seconder: Cllr. M Williamson**

**F15/026 TO APPROVE EXPENDITURE FOR THE PURCHASE OF A NEW LAPTOP FOR TOWN COUNCIL USE @ £300 + VAT**

**Resolved that expenditure for the purchase of a new laptop be approved.**

**Proposer: Cllr. S Wragg**

**Seconder: Cllr. M Williamson**

**F15/027 TO DISCUSS AND AGREE AN INVESTMENT STRATEGY FOR EXMOUTH TOWN COUNCIL**

The Committee discussed investing some of the Council's reserves in the CCLA Investment Fund. The Chair of Finance explained that, at present, the Council is receiving hardly any interest on its money but if it invests half of its reserves in a cash fund, it could potentially earn 5% with the interest adjusted every 24hrs. This proposed fund has no exit fee and is very low risk and is used by a number of Councils & Charities. It was agreed to invest 50% of the Council's reserves for 12 months, to be checked after 6 months.

**RESOLVED that to invest 50% of our reserves in the CCLA Investment Fund for 12 months, but to be checked after 6 months**

**Proposer: Cllr. S Wragg**

**Seconder: Cllr. M Williamson**

**F15/028 TO RECEIVE INFORMATION RELATING TO THE TOWN COUNCIL'S TRANSPORT BUDGET. i.e. funds committed to the support of local bus transport. (Item requested at Full Council meeting.)**

The RFO shared details of the funds committed to the support of local transport through its grant scheme, its annual contribution to DCC and funds held in reserves on behalf of the Jurassic Coast Hopper. A discussion followed regarding the Jurassic Coast Hopper Fund and the possibility of this being used to subsidise the proposed cuts in public transport throughout the Town. It was agreed that the RFO would pursue this in the context of DCC's public transport consultation.

**F15/029 APPLICATIONS FOR GRANTS**

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

<b>Applicant</b>	<b>Description</b>	<b>Amount Requested</b>	<b>Amount Approved</b>
1. Chill Youth Club (deferred from previous meeting)	Contribution towards running costs	3 year grant funding @ £5000 / annum	£2000
2. South West Brass Band Association	Contribution towards the Exmouth Brass Band Festival	£290	£300

**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 15 due to the confidential nature of its contents.

**Note:** The meeting went into Part II. The minute for that item is held by the Town Clerk.

**F15/030 DATE OF NEXT MEETING**

The date of the next meeting is 1<sup>st</sup> June 2015

Note: The chairman paid tribute to Cllr Trevor Cope who will not be standing in the next elections. Cllr Cope has been a stalwart of this Council and would be sorely missed.

**The meeting closed at 8.15 pm**

SIGNED.....  
**Chairman**

**DATED.....**