

# EXMOUTH TOWN COUNCIL

## MINUTES OF A MEETING OF EXMOUTH TOWN COUNCIL FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER AT EXMOUTH TOWN HALL ON THURSDAY 17<sup>TH</sup> MAY 2018

**PRESENT:** Councillors: B Cole  
T Dumper (Substitute)  
B Nash  
R Scott (from 6.20pm)  
M Williamson

B De Saram  
P Garbutt  
C Nicholas (Chair)  
J Trail

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

### **F18/001 APOLOGIES**

Cllrs S Gazzard, B Taylor, L Elson, R Masding

### **F18/002 MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> FEBRUARY 2018**

The Minutes of the meeting held on 15<sup>th</sup> February, 2018 were approved and signed as a correct record. Proposed by Cllr M Williamson & seconded by Cllr Bill Nash.

### **F18/003 MATTERS ARISING FROM FINANCE COMMITTEE MEETING**

Cllr Bill Nash asked for an update on the provision of a patrol boat for the Exe Estuary in the context of recent reports via NCI of unsafe behaviour on the water. Cllr Trail explained that Exeter City Council was due to review the appointment of a harbour master in its capacity as Harbour Authority and that the Harbour Authority was the only authority with the jurisdiction to patrol the Estuary effectively. East Devon District Council, in partnership with Natural England and its neighbouring authorities of Exeter City Council and Teignbridge District Council, also has responsibility under European Habitat Regulations to minimise the impact on the Estuary from recreational use. Members were in agreement that a presence was needed on the Estuary during the summer months and asked that the Town Clerk write to EDDC & Exeter City Council to register their concerns.

### **F18/004 DECLARATIONS OF PECUNIARY INTEREST AND DISPENSATION**

There were 3 declarations of pecuniary interest or dispensation made at that part of the meeting.

Item	Councillor	Declaration type		Reason
		Pecuniary	Personal	
	Cllr. B Cole		X	Gig Club Pipe Band Exe Sailing Club
	Cllr. T Dumper	X		Member of the Twinning Association
	Cllr T Dumper		X	Gig Club

**F18/005 EXCLUSION OF THE PRESS AND PUBLIC**

There were no items to be dealt with that necessitated the exclusion of the press and public.

**F18/006 REPORT FROM THE RESPONSIBLE FINANCE OFFICER**

The Responsible Financial Officer had previously circulated a Financial Report which included a year-end Income and Expenditure Report, bank balances and a summary of funds which are held on behalf of the Council's charitable trusts. The RFO also reported that the Internal Auditor had completed his audit for the year April 2017 – March 2018 and had reported no areas of concern. The external audit report would go to the June meeting of Full Council for ratification.

**F18/007 TO RECEIVE THE STATEMENT OF INCOME AND EXPENDITURE AGAINST BUDGET AND REVIEW THE RECONCILIATION OF ACCOUNTS AGAINST BANK STATEMENTS**

Cllr P Garbutt checked the printed bank statements against the bank reconciliation on behalf of the Committee and confirmed they matched the funds reported.

A discussion ensued regarding the income/expenditure report and year-end balance sheet. The RFO talked Members through a breakdown of Earmarked Reserves in detail and explained that Reserves had increased due to substantial underspend in certain areas of the budget, with any underspend transferred to the corresponding Earmarked Reserves category. A fund had also been established for a building sinking fund to reflect Members' aspirations to buy or build a new Town Hall.

The RFO also clarified that General Reserves represent approximately three months of working capital.

Councillors were keen to look at moving some money from the Active Saver account into other savings accounts with a better return. It was

agreed that the RFO & Finance Officer will look into this and report back to the next meeting on 16th August 2018.

### **F18/008 APPLICATIONS FOR GRANTS**

The committee discussed 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. Exmouth Gig Rowing Club	Contribution towards costs of hosting gig rowing regatta on 9 <sup>th</sup> June 2018	£1077.00	Approved Proposed Cllr M Williamson Seconded Cllr Bruce De Saram
2. Exmouth and District Pipe Band	Contribution towards start-up costs	£4110.00	Defer – Invite Paul Brown to a mtg with Cllr Trail & the RFO to go through the grant form. Provide quotations for items listed.
3. HALFF Health and Local Food for Families	Contribution towards monthly cooking demonstrations	£2824.00	Defer – Work with applicant to obtain further info and then submit another application.

**RESOLVED to award Exmouth Gig Rowing Club £1077.00.**

**Proposed: Cllr M Williamson**

**Seconded: Cllr Jeff Trail.**

### **F18/009 TO RATIFY EXPENDITURE OF £350 FOR A CIVIC RECEPTION FOR LANGERWEHE TWINNING GUESTS AT THE EXE SAILING CLUB**

Cllr Tim Dumper reported that the Town Council used to provide a finger buffet in the Council Chamber for all the Twinning Families, but in recent years that had changed to just drinks at the Exe Sailing Club. Cllrs asked Cllr Dumper if he would ask the Twinning Committee if the leaders of the Conservative & Lib Dem Groups could attend the

reception on behalf of the Council, Cllr Dumper will take back to the Committee and advise.

*Councillor T Dumper left the room.*

**Resolved that £350.00 be given to the Twinning Committee for its Civic reception.**

**Proposed: Cllr M Williamson            Seconded: Cllr B Nash**

*Councillor T Dumper returned to the room.*

**F18/010 TO RATIFY ADDITIONAL EXPENDITURE OF £6000 (OUT OF TOWN MAINTENANCE RESERVES) FOR FLAG POLE REPLACEMENTS**

The RFO reported that a budget of £5000 had been allocated in the current financial year for the replacement of the flag poles on a phased basis but it was felt that all the flag poles ought to be replaced in one go as the installation charges would be proportionately lower. The flag poles will be maintained free of charge for a period of 12 months, after which we would need to set up a rolling maintenance contract.

**Resolved that £6000 be taken out of Town Maintenance Reserves for Flag Pole Replacements**

**Proposed: Cllr B Cole                            Seconded: Cllr B Nash**

**F18/011 TO RATIFY ADDITIONAL EXPENDITURE OF £144 FOR 100 X PRINTED/PLATED ENAMELLED BADGES, BEARING THE COUNCIL CREST.**

Councillors were shown provisional artwork designs for the badges and after discussion it was resolved that 100 badges should be ordered.

**Resolved that £144 be spent on 100 enamel badges.**

**Proposed: Cllr B De Saram                    Seconded: Cllr B Nash**

**F18/012 TO NOTE EXPENDITURE APPROVAL FROM THE CHAIRMAN OF EDDC'S NEW HOMES BONUS PANEL TO USE £15,000 OF PARISHES TOGETHER GRANT FUNDING FOR THE REFURBISHMENT OF THE EXISTING TIS OFFICE IN LIEU OF SOURCING NEW COMMERCIAL PREMISES FOR THE TIS; AND TO RATIFY ADDITIONAL EXPENDITURE OF £2000 (OUT OF TIS RESERVES) TO COVER EXTRA COSTS / PROVIDE CONTINGENCY FUNDING FOR THE PROJECT.**

The RFO reported that the TIS provision at AJ's had been mutually beneficial as the Town Council did not have to cover overheads, however some improvements were needed to enhance the space that is used for the TIS. The Tourism Officer had spoken to AJ and he is happy with the proposed refurbishments and the RFO had sought assurance from EDDC that the Parishes Together funding which had been secured for Tourism could be

used to refurbish existing premises. Councillors voiced concerns regarding security of tenure and it was agreed that the RFO will clarify lease terms prior to commencement of any works. However, it was noted that any new fixture/fittings and signage would be removable and could potentially be taken out if the TIS had to relocate to different premises.

**RESOLVED: that approval be given to use £15k of the Parishes Together grant and an additional £2k out of TIS reserves to refurbish the TIS premises.**

**Proposed: Cllr T Dumper**

**Seconded: Cllr B Nash**

**F18/013 TO APPROVE THE COUNCIL'S FINANCIAL REGULATIONS**

It was noted that NALC had issued revised model Financial Regulations to reflect recent legislative changes.

**RESOLVED: that the new Financial Regulations be adopted with immediate effect.**

**Proposed: Cllr C Nicholas**

**Seconded: Cllr J Trail**

**F18/014 DATE OF NEXT MEETING**

The date of the next meeting is 16<sup>th</sup> August 2018

**The meeting closed at 8.00pm**

SIGNED.....  
**Chairman**

**DATED.....**