

## EXMOUTH TOWN COUNCIL

### MINUTES OF A MEETING OF EXMOUTH TOWN COUNCIL FINANCE COMMITTEE HELD IN THE COUNCIL CHAMBER AT EXMOUTH TOWN HALL ON THURSDAY 25<sup>TH</sup> NOVEMBER 2019

**PRESENT:** Councillors: B Bailey  
L Elson  
S Gazzard  
C Nicholas  
A Sadiq (Chair)  
B Toye

**OBSERVER:** Councillor J Wibley

**OFFICERS:** Lisa Bowman - Town Clerk, Julie Gregory – Minute Taker

**F19/066 APOLOGIES**

Cllrs J Humphreys, O Davey, J Whipps, F Cullis, P Millar

**F19/067 MINUTES OF THE MEETING HELD ON 23<sup>RD</sup> MAY 2019**

Subject to a correction relating to personal interests, Cllr B Bailey proposed and Cllr L Elson seconded and members agreed that the minutes of the meeting held on 15th August be approved.

**F19/068 MATTERS ARISING FROM FINANCE COMMITTEE MEETING**

There were no matters arising.

**F19/069 DECLARATIONS OF PECUNIARY INTEREST AND DISPENSATION**

Item	Councillor	Declaration type		Reason
		Pecuniary	Personal	
	L Elson		x	Treasurer Exmouth & District Community Transport Group
	C Nicholas		x	Exmouth Town Council representative of Exmouth & District Community Transport Group
	B Bailey		x	Exmouth Town Council representative of Exmouth & District Community Transport Group  Founder member of Littleham Youth Club

**F19/070 EXCLUSION OF THE PRESS AND PUBLIC**

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

**F19/071 REPORT FROM THE RESPONSIBLE FINANCE OFFICER**

The Responsible Financial Officer had previously circulated a Financial Report which included an Income and Expenditure Report, bank balances and a summary of funds which are held on behalf of the Council's charitable trusts. No queries were raised in respect of these reports. The RFO reported that bank balances are quite high at the moment, however, as agreed, we will be transferring additional funding into the CCLA investment fund once the paperwork has been completed.

The RFO reported that Thomas Westcott (our Internal Auditors) have taken away quite a lot of material relating to the Charity Trust Fund accounts and will be writing to the Charity Commission on our behalf to ask what scope there is for us to extend the scope of expenditure.

The query relating to the EDDC Streetscene invoice for Grounds Maintenance has now been resolved and the invoice will be paid during week commencing 9<sup>th</sup> December 2019. Thanks, were given to Lisa Bowman & Chetna Jones for resolving this issue. Lisa Bowman further reported that Chetna Jones is going to propose that we set up a small TAFF for councillors to decide what they would be happy to spend money on for the next financial year; however we need to do it in a timely fashion as EDDC will be ordering their bedding plants soon. The Council had established a TAFF in 2011 when the contract was first established and it would be apt to reconvene a small TAFF so that we can look again and the Council can interrogate the breakdown of work and decide where its priorities lie.

The RFO reported that she had spoken to Sarah Radford regarding new Mayors Robes, but Sarah is still working on the new robes for the Town Crier and has no capacity to take on other work at the moment. It was suggested that the Mayors robes be cleaned and then it could be determined whether they need replacing.

**F19/072 TO RECEIVE THE STATEMENT OF INCOME AND EXPENDITURE AGAINST BUDGET AND REVIEW THE RECONCILIATION OF ACCOUNTS AGAINST BANK STATEMENTS**

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

A list of payments for the months of August, September & October had been circulated for information and were noted and authorised.

## F19/073 APPLICATIONS FOR GRANTS

The committee discussed the following grant application and approved the amounts noted.

<b>Applicant</b>	<b>Description</b>	<b>Amount Requested</b>	<b>Amount Approved</b>
All Saints Preschool (deferred from last meeting)	Contribution for small sundry items in relating to a project they are undertaking.	£236.00	£300.00 Proposed by Cllr L Elson & seconded by Cllr B Bailey and subsequently carried.
Veterans Community Support (VCS) East Devon	Contribution towards cost of one-off trip for veterans to Lost Gardens of Heligan	£325.00	£325.00 Proposed by Cllr B Toye & seconded by Cllr S Gazzard and subsequently carried.
Exmouth Sea Cadets	Cost of new projectors and kayaks	£1500.00	Due to already receiving grants of £10k from ETC it was proposed to give a smaller grant of £300.00. Proposed by Cllr B Toye & seconded by Cllr S Gazzard and subsequently carried.

## F19/074 SERVICE LEVEL AGREEMENTS

An update from Exmouth Community Transport had been received and was duly noted.

## F19/075 TO CONSIDER AND APPROVE A NEW 5-YEAR AGREEMENT WITH RICOH UK LTD FOR THE LEASE OF A NEW IMC4500 COPIER/PRINTER/SCANNER AT AN AVERAGE QUARTERLY COST OF £435.00

**RESOLVED:** that a 5-year agreement with Ricoh for a new IMC4500 copier/printer/scanner be approved at a cost of £435.00 per quarter.

**PROPOSED:** Cllr L Elson

**SECONDED:** Cllr S Gazzard

**F19/076 TO CONSIDER AND APPROVE A REQUEST FROM CLLR DAVID POOR TO COVER THE COST OF VOLUNTEER TRAINING FOR THE NEWLY FORMED LITTLEHAM COMMUNITY YOUTH CLUB @ £80**

**RESOLVED:** that £200 be made available to fund volunteer training as and when required.

**PROPOSED:** Cllr S Gazzard

**SECONDED:** Cllr L Elson

**F19/077 TO NOTE THE PROCESS AND PROVISIONAL TIMETABLE FOR SETTING THE 2020/21 BUDGET AND ASSOCIATED PRECEPT.**

The RFO reported that she had not yet been notified of the deadline for the Town Council's precept demand to be submitted to EDDC or the associated Council Tax base but as soon as she received the information, she would email Councillors to invite them to attend a budget meeting.

**F19/078 TO NOTE THE CORRESPONDENCE FROM THOMAS WESTCOTT CHARTERED ACCOUNTANTS IN RELATION TO THE RECENT AUDIT.**

A letter relating to the interim internal audit by Thomas Westcott Chartered Accountants had been received and was duly noted (with no areas for concern having being highlighted).

**F19/079 DATE OF NEXT MEETING**

The date of the next meeting is 13<sup>th</sup> February 2019

**The meeting closed at 8.05pm**

SIGNED.....  
**Chairman**

**DATED.....**