



FINANCE COMMITTEE

14 April 2023

Dear Councillor

NOTICE IS HEREBY GIVEN that a Meeting of the Finance Committee at which your attendance is summoned, will be held at **Teignmouth Town Council, Bitton House, Bitton Park Road, Teignmouth, TQ149DF** on **Monday, 24th April, 2023** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: Councillors J Atkins (Chair), R Ash, J Orme, I Palmer and C Williams



For information – to be taken as read:

- 1** ***Declarations of Interest*** – Members are reminded that they should declare any interest in the items to be considered and are also advised that the timescale to alter their stated interests with the District Council’s Monitoring Officer is 28 days.
- 2** ***Items requiring urgent attention*** – to consider those items which, in the opinion of the Committee Chair, should be considered by the meeting as matter of urgency (if any). To be taken at the end of the meeting.
- 3** ***The Freedom of Information Act 2000*** deems that all information held by this Council should be freely available to the public unless it falls under one of 23 exemptions.
- 4** ***The Data Protection Act 2018*** precludes this Authority from publishing the names, addresses or other private information of individuals unless written permission is given by the individual for such details to be made public. Therefore, where necessary, personal details have been removed from the papers attached to ensure that information held is available, but individuals are protected.
- 5** ***Mobile telephones*** Councillors and members of the public are requested to ensure that mobile phones are switched to ‘silent’ during the meeting to avoid disruption.
- 6** ***Recording*** this meeting may be filmed or audio taped.
- 7** ***Public Participation:***
Members of the public will be given an opportunity to address Councillors present at this meeting regarding agenda items, at the discretion of the Chairman. The comments of members of the public and electors of the parish who speak before the start of the meeting will not form part of the Minutes of the meeting.



AGENDA

PART I

(Open to the Public)

1. **Apologies for Absence**

To receive, note and where requested, approve the reasons for apologies for absence.

2. **Declarations of Interest**

To declare any disclosable interests relating to the forthcoming items of business (if any).

3. **Dispensations**

To receive and consider requests for dispensation (if any).

4. **Minutes** (Pages 7 - 10)

To approve, sign and adopt the minutes of the Finance meeting held on 19th January 2023.

5. **Internal audit reports and actions therein** (Pages 11 - 30)

To review the first internal audit for anything outstanding.

To review the interim internal audit update audit report and instigate actions as required.

6. **2022/2023 Budget out turn report** (Pages 31 - 40)

To review the current report of the out turn of last years budget

7. **Administrative write-offs** (Pages 41 - 48)

Administrative Write-offs

To endorse Administrative Write-offs.

To endorse the administrative write-off by the Responsible Finance Officer of seven outstanding sums on the Sales Ledger to a total value of £84.59 net of VAT. Five of the six sums (total value £30.42) were outstanding at the end of the last financial year and there has been no movement in the intervening year; it is uncertain whether the sums are actually owed to the Town Council and if they are, they are uneconomic to recover. The sixth & seventh sum (6th = £25 plus £5 VAT; 7th = 29.17 plus £5.83 VAT) are each part of the sum due for a wedding that took place in the financial year 2022/23 but the outstanding sum represents a deposit that was paid in a previous financial year and mis allocated. The credit notes raised to affect these write-offs are attached as a confidential annexe.

Authorise the administrative write-off by the Responsible Finance Officer of six outstanding sums on the Sales Ledger to a total value of £55.42 net of VAT. Five of the six sums (total



value £30.42) were outstanding at the end of the last financial year and there has been no movement in the intervening year; it is uncertain whether the sums are actually owed to the Town Council and if they are, they are uneconomic to recover. A sixth sum (of £25 plus £5 VAT) was part of the sum due for a wedding that took place in the financial year 2022/23 but the outstanding sum represents a deposit that was likely paid in a previous financial year and mis allocated. The credit notes raised to affect these write-offs are attached as a confidential annexe.

8. To approve the Earmarked Reserves as at 31 March 2023 (as shown in the Closing Balance column of the attachment). Noting that the following transfers have taken place in order to arrive at the end of year balances (Pages 49 - 50)

To resolve that; The earmarked reserves for the Orangery (323) and Bitton House (324) have been amalgamated into a single reserve to be known as Bitton House & Annexes (324) and the £20,000 in 323 has been transferred to 324.

£225,000 is transferred into the Toilets earmarked reserve (326) in accordance with the agreed 2022/23 Budget; a further £380,000 is transferred into the same reserve from General Reserve (leaving the General Reserve at six months running expenses).

£6,145.71 has been transferred from the General Reserve into the Community Infrastructure Levy (CIL) earmarked reserve (331) as part of an exercise carried out to ensure that the reserve agrees with the records held by Teignbridge District Council.

£119.37 has been transferred out of the CIL earmarked reserve (331) into the revenue account to part fund the renewal of up lighters in the Town Centre (and because £119.37 of CIL needs to be spent by 31 March 2023).”

9. New bank account mandate

To resolve that; A current account and a savings account be opened with Unity Trust Bank That Deborah Shaw (Administration/Finance Officer) be appointed as key contact for the bank.

That the following individuals be included on the mandate for the bank, all individuals to have access to internet banking with access rights (View, Submit, Authorise) as shown below:

Joan Atkins (Councillor) – View & Authorise

Cate Williams (Councillor) – View & Authorise

Iain Wedlake (Town Clerk) – View, Submit & Authorise

Louise Steele (Locum Responsible Finance Officer) – View & Submit

Deborah Shaw (Administration/Finance Officer) – View & Submit

Francasca Womack (Administration/Finance Officer) – View & Submit

Cliff Spong (Projects & Facilities Manager) – View & Authorise

Jarrold Hutt (Projects & Facilities Officer) - View & Submit



It is assumed that in general terms officers will set up (submit) payments and councillors will authorise them – two officers are to be given the ability to authorise payments on the understanding that those officers will only authorise payments rarely and where there are no councillors to do it.

The following officers to be authorised to hold a debit card (or its equivalent):

Iain Wedlake (Town Clerk)

Cliff Spong (Projects & Facilities Manager)

Jarrold Hutt (Projects & Facilities Officer)

Deborah Shaw (Administration/Finance Officer)

Francasca Womack (Administration/Finance Officer)

10. **Annual Governance & Accounting Return (AGAR)** (Pages 51 - 56)

To resolve to approve the attached AGAR forms

11. **Grant applications (2022/3)** (Pages 57 - 100)

To consider outstanding grant requests received before the end of the 2022/3 financial year.

Teignmouth Scouts

Teign Aid

Combe valley allotments

Bitton Bowling club

Teignmouth Folk Festival

12. **Funding from reserves for FTC post (from HR)**

Following the recent HR meeting. Resolve to create a reserve of £25,000 to fund ad hoc staffing requirements 2023/4 for the completion of the recovery process. To be funded from general reserves.

13. **CAB grant**

Following the presentation by Helene Moat of CAB at the last meeting, the clerk enquired of TDC the availability of the shop mobility building in Quay Rd car park and was advise the lease was recently renewed and therefore was currently unlikely to become available in the near term.

To resolve the amount of grant (if any) to be paid to CAB



14. **ETCTA recurring grant** (Pages 101 - 134)

To resolve the payment of the recurring 3-year grant.

15. **Joint venture with Teignmouth Chamber of Commerce**

To look at an “animal trail” in teignmouth (same idea as the gorilla trail that was in Torbay) where 10+ animals are placed around the town to encourage people from the beach and into town by following the trail. Individual businesses could for example sponsor the decoration of each animal.

We would need to seek landowners’ permission for the sighting of the animals hopefully mainly DCC or TDC.

To authorise the clerk in association with the chamber of commerce to use a startup fund of £2,000 to investigate and instigate the scheme if it proves viable. Funds to be vired from the grants budget.

16. **Summer entertainment**

To resolve how to spend the £5,000 allocated budget.

Recommendation is 50% to previous contractor and 50% to an alternative contractor.

Together with a location split of 50% seafront and 50% in town.

The costs received for a “Punch and Judy” contractor are £200 per day with shows at 12:00, 14:00 & 15:30 therefore we could get 12 days for 50% of budget and operate at different location in the town and seafront.