



FINANCE COMMITTEE

23 June 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 **Thursday, 29th June, 2023** at **3.30 pm** to transact the business specified in the Agenda as set out.

Iain Wedlake
Town Clerk

Distribution: Councillors J Atkins, L Chasteau, J Jackson, M Jackman, V Rudge 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 or following the close of the meeting will not form part of the Minutes of the meeting.



A G E N D A

PART I

(Open to the Public)

1. **Apologies for Absence**

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

2. **Election of Chair**

3. **Election of Vice Chair**

4. **Declarations of Interest**

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

5. **Dispensations**

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

6. **Minutes** (Pages 5 - 10)

To approve, sign and adopt the minutes of the Finance meeting held on 24th April 2023.

7. **Bank signatories**

To resolve to: Appoint at least 2 additional signatories for the new Unity Trust Bank accounts.

8. **To receive the final internal auditors report and agree actions required.** (Pages 11 - 36)

RFO comments are attached.

9. **Council insurance renewal** (Pages 37 - 518)

It is recommended to resolve to accept the insurance quote "option 1" with Aviva under the Hallam "Town Council Scheme" as this is then a single policy so there can be no "cracks" between underwriters.

10. **Migration from RBS room bookings to Lemon booking**

The council currently use a room booking package within the RBS finance system. It is a system that customers cannot use directly meaning staff have to take and make bookings and then payment it is also geared to invoice people the month after the booking rather than pay in advance.



We have been working with our website provider Aubergine to create a fully automated system and now with a 3rd party Lemon Booking this is now available and is at the same cost as the RBS system, therefore.

It is recommended to resolve that officers complete the migration from RBS to Lemon Bookings as soon as practical.

11. Migration from stripe payments to GovPay payments

In addition to the previous item, we currently use a system called stripe to take card payments. During our work on the bookings system, we have found a government payments system GovPay which does not take commission on each payment processed which causes double handling for finance it is also commission free.

Therefore, it is recommended to resolve that: Officers implement GovPay in conjunction with Lemon bookings.

12. Migration of RBS finance package from server based to cloud based

We currently use the RBS finance system which is hosted on a server at Bitton house. This is the last application which we need the server for. RBS finally have an effective cloud-based solution available and whilst dearer by several hundred pounds that is off set by the several hundred pounds that the server is costing us P.A.

This will also mean we no longer need to regularly back the system up or load software updates as that will be automatic in the cloud.

It is therefore recommended that we resolve: That officers migrate our finance package to the cloud and remove the server at the earliest opportunity.

13. Virement of Grants monies

Due to many grants being approved very late in the last financial year after we had closed the years accounts it is recommended that:

Council resolve to vire the unspent sum of £13,500 from general reserves into and EMR for grants as those grants will be paid in this financial year.

14. Grant applications

a) Teignmouth Airshow (Pages 519 - 538)

15. Dates and times of future meetings