

TEIGNMOUTH TOWN COUNCIL



MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON WEDNESDAY, 28th JULY 2021 AT 16:00 AT BITTON HOUSE

Present: Cllr J Atkins (JA) – Chair
Cllr P Williams (PW) – Vice-Chair
Cllr R Ash (RA)
Cllr I Palmer (IP)
Cllr C Williams (CW)

In attendance: Mr I Wedlake – (IW) Projects and Facilities Manager
Mr T Sullivan – (TS) Responsible Finance Officer (RFO)
Mrs T Rowe – (TR) Town Clerk
One member of the public

ACTION BY

1. APOLOGIES

There were none.

2. ELECTION OF CHAIRMAN.

Nominations for the election of Chairman were invited.

Proposed by: Cllr I Palmer
Seconded by: Cllr P Williams

Resolved: That Cllr J Atkins be elected Chairman of the Finance Committee for the ensuing year.

3. ELECTION OF VICE-CHAIRMAN

Nominations for the election of Vice-Chairman were invited.

Proposed by: Cllr R Ash
Seconded by: Cllr I Palmer

Resolved: That Cllr P Williams be elected Vice-Chairman of the Finance Committee for the ensuing year.

4. DECLARATIONS OF INTEREST

In accordance with the Code of Conduct (section 13, Appendices A and B), Members are invited to declare any personal or disclosable pecuniary interests, including the nature and extent of such interests they may have in items to be considered at this meeting. Members are also reminded that the timescale to alter their stated interests with the District Council's Monitoring Officer is 28 days.

5. DISPENSATIONS

There were no dispensation requests.

6. MATTERS OF URGENCY BROUGHT FORWARD BY THE CHAIRMAN – BROADMEADOW ALLOTMENTS ASSOCIATION GRANT APPLICATION

A grant request of £1,000.00 had been received from the Broadmeadow Allotment Association. Members noted this grant request had been brought forward following a recent arson attack at Broadmeadow allotments. The Clerk would ask the Broadmeadow Allotment Association to provide a copy of their latest accounts prior to the grant monies being released.

TR

The Mayor had provided skips for the allotment association to use to clear debris.

Proposed by: Cllr P Williams
Seconded by: Cllr I Palmer

Resolved: That a grant of £500.00 be made to the Broadmeadow Allotment Association.

TS

7. REPORT ON EXPENDITURE AGAINST BUDGET FOR THE 3 MONTHS TO 30th JUNE 2021.

A report on the expenditure against budget for the 3 months to 30th June 2021 had been circulated to members and was presented to the meeting by the RFO. Cllr Atkins sought clarification on the %spent figures and the RFO explained that this was the percentage of the annual budget that had been spent during the 3 months to 30th June 2021.

The meeting thanked the RFO for all his work on the re-coding of the accounts and for the clarity of the report.

Noted.

8. REVIEW OF THE TOWN COUNCIL FINANCIAL REGULATIONS, INVESTMENT STRATEGY AND PROCUREMENT POLICY.

The current Financial Regulations, Investment Strategy and Procurement Policy originally adopted in April 2016 and last reviewed in May 2020 (amended to remove references to COVID19 and Petty Cash) had been circulated to the meeting.

The meeting agreed that the RFO would lead a group consisting of Cllr Atkins, the Projects and Facilities Manager and the Town Clerk to review the Financial Regulations, Investment Strategy and Procurement Policy and bring the amended Policy back to the next meeting.

ALL

9. CHANGE TO THE REFURBISHMENT CHARGE FOR THE MEMORIAL BENCHES.

The Projects and Facilities Manager explained that the costs for the refurbishment of the memorial benches had risen considerably since the price had been set at £500. The costs of the bench slats alone had risen by 15% recently and the refurbishment cost would need to be reviewed annually to ensure that a realistic charge was made.

Proposed by: Cllr C Williams
Seconded by: Cllr R Ash

Resolved: That the charge for the refurbishment of memorial benches be set at £984.00 (inc. VAT) for the ensuing year. TS

10. PAVEMENT CAFÉ LICENCE REVIEW – TO CONSIDER A CHARGE BASED ON NUMBER OF COVERS FOR 2022/23.

A report on the current charges for pavement café licences had been circulated to members. The Projects and Facilities Manager suggested that all the pavement cafes could be surveyed using the Parish Online mapping service and a charge levied on a square meterage basis, with a view to keeping the revenue levels the same.

Proposed by: Cllr I Palmer
Seconded by: Cllr R Ash

ACTION BY

Resolved: That the Projects and Facilities Manager arrange for the square meterage of the pavement cafes to be surveyed using parish online and bring a report back to the next meeting.

IW

11. REVIEW OF ALLOTMENT RENTS FOR 2022/23.

The meeting noted that the 2 allotment sites in Teignmouth at Coombe Valley and Broadmeadow currently paid an annual fee of £130.00 each to the Town Council, this set in 2010. The allotment rents would be added to the annual review of fees and charges (next review October 2021) with consideration of a cost of living increase each year.

TR

Proposed by: Cllr I Palmer
Seconded by: Cllr R Ash

Resolved: That the allotment rents be increased to £150.00 per annum for both sites from the financial year 2022/23 – allotment fees to be added to the annual review of fees and charges.

12. 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.

13. 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.

The meeting closed at 16:45

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COUNCILLOR J ATKINS
CHAIRMAN

Bitton House, Teignmouth
29th July 2021