

TEIGNMOUTH TOWN COUNCIL



MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON THURSDAY, 28th OCTOBER 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

1. APOLOGIES

There were none.

2. 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.

3. DISPENSATIONS

There were no dispensation requests.

4. REPORT ON EXPENDITURE AGAINST BUDGET FOR THE 6 MONTHS TO 30th SEPTEMBER 2021.

A report on the expenditure against budget for the 6 months to 30th September 2021 had been circulated to members and an up to the minute version was distributed to the meeting by the RFO. Members discussed the issues raised by the changes to coding which meant that some items showed expenditure against a nil budget. The meeting noted that the total expenditure for just over half of the year was 24.5% of the budget.

Noted.

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

The Financial Regulations, Investment Strategy and Procurement Policy originally adopted in April 2016 and last reviewed in May 2020 had been reviewed by Cllr Atkins, Tony Sullivan RFO, the Projects and Facilities Manager Iain Wedlake and the Projects and Facilities Officer Cliff Spong.

The meeting gave a vote of thanks to the group for their hard work on this.

The reviewed document had been circulated to the meeting and Cllr Atkins detailed the points from the Financial Regulations that would need to be added to the Committee Terms of Reference.

The meeting noted that each Committee should review its own 3-year plan of income and expenditure. The HR Committee would review the salary budget.

The following amendments were noted:-

1.12 "As soon as reasonably practicable" to be changed to "within 3 working days"

5.1 "Shall" to be amended to "may".

7.4 to have added – "other than a) by the internal auditor; b) by the external auditor; or c) by any person authorised under the Audit Commission Act 1998, or any superseding legislation."

ACTION BY

The Clerk to write to Barclays Bank concerning their error in sending PIN numbers for other signatories to the Clerk and to ask if a credit check was carried out when signatories were added to the account.

TR

Proposed: Cllr C Williams

Seconded: Cllr R Ash

Resolved: That the Financial Regulations Investment Strategy and Procurement Policy as amended be adopted by the Council.

6. TO REVIEW THE FINANCE COMMITTEE TERMS OF REFERENCE.

Notes from the Chair of the meeting on amendments to the Terms of Reference which proceeded from the review of the Financial Regulations had been circulated to the Committee.

The following amendments were also noted:-

Point 2 – Both references to the Chair to be amended to Chair of Finance.

Point 2 – Contributions to the Finance Committee should be sent “ 3 days in advance of the issuing of the agenda”

Point 5 – Grants remove the word “new”

Point 5 – The review of both the Town Council’s Financial Regulations and Risk Register would take place annually.

Proposed by: Cllr I Palmer

Seconded by: Cllr P Williams

Resolved: That the Town Council approve the Finance Committee Terms of Reference as amended.

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

Following an item at the Finance Committee meeting held on 28th July 2021

The Projects and Facilities Manager gave a presentation of the Parish Online plotting of the current Pavement Café Licences which was proceeding well and were nearly all plotted.

Mr Wedlake would be meeting with officers from Devon County Council on 9th November to discuss whether charging for the Pavement Café Licences on a square meterage basis was legally acceptable.

A report would be brought back to the next Finance Committee meeting.

**ACTION BY
IW**

8. REVIEW OF THE TOWN COUNCIL GRANTS POLICY.

A draft Policy had been circulated to the members of the Committee.

The following amendments were noted: -

Section 1 – delete amounts – add “All grants to be awarded on merit and their benefit to the local community”.

Section 2 – add “Grants to individuals to be made at the discretion of the Grants Committee”. Grants to be a maximum of £5,000 subject to due diligence of the Council”.

The categories on the Grant Feedback form would need to be changed and the project name added.

**ACTION BY
JA**

Amendments would be made and brought back to the next, meeting of the Finance Committee.

9. 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.

10. 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 17:40

Date of next meeting – 10th November 2021 – Budget meeting.

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COUNCILLOR J ATKINS
CHAIRMAN

Bitton House, Teignmouth
29th October 2021