

Finance Committee Minutes 21st July 2022

Attendance: Councillors: Joan Atkins (Chair)
Peter Williams
Richard Ash
Iain Palmer
Cate Williams
Town Clerk, Iain Wedlake

1 Apologies

None. Absent Cllr Orme.

2 Election of Chairperson

Cllr Atkins stated that she was happy to continue as Chair if the meeting agreed and was reappointed by a unanimous vote.

3 Election of Vice Chairperson

Cllr Peter Williams put himself forward as Deputy and was appointed unanimously.

4 Declarations of Interest

None.

5 Dispensations

None.

6 Fees and Charges

Existing fees and charges were reviewed. The Clerk reported that the booking system had been updated with the last known set of Fees and Charges from 2021-2, now 2 years old, following the hiatus of COVID. It has also come to light that no deposits had been taken for room bookings previously. To counter this, the new website will have a payment ability and everything will be paid in full for bookings, except for weddings which will incur a mandatory deposit of £100.

It was agreed unanimously that:

- charges should be increased overall by 10% and various items of equipment removed from the public hiring list – the PA and radio.
- room hire charges for funerals will be increased to £50.
- A refund policy would be clearly stated.

7 Events costings:

Gardening workshop:

Noted the extremely high staff input and costings (which were attached) for this 2-hour event are of great concern. Noted that there are indications that Teignmouth in Bloom may not continue in its current form in the future to address this.

Platinum Jubilee:

Noted the extremely high staff input and costings.

Battle of Britain Day

The Clerk is to meet with Brian Hall to discuss discontinuation of this event.

Remembrance Sunday

Arrangements for this event are in hand, the road closure has been applied for.

Invoicing of additional toilet costs

The charges for those booking the Den with Teignbridge and increasing use of the toilets (extra consumables, cleaning and resources including insurance) which is not paid for, was discussed because Teignbridge do not invoice for the increased use and give the money back to us. They expect us to invoice the users separately and we are left in a position of having to negotiate payment, even while

hirers are actually in situ. This applies to such events as the Fair on its own, the fair being a second user in an event, e.g Carnival and Regatta, the Air Show, the OCRDA Event, etc, Noted the Town Clerk is to meet with Senior Officers at Teignbridge next week to try to work out a system where Teignbridge no longer inflicts bookings on the Den, on the Town Council with no appropriate payment being made for extra use of the toilets. Noted that Teignbridge has indicated a willingness to sort this out before next year's event season.

8 Financial Recovery

The Responsible Finance Officer has provided a template Investment Strategy for consideration and adaption. Agreed that this could be customised and put in place, hopefully, for September.

(a) Bank Mandates and item (d)

Noted that the RFO is now able to take up the first countersignatory role and either Cllrs Atkins or P Williams could be the second, but noted that this should still, in effect, be RFO plus two councillors, see also item (d) on the agenda, and this needs to be addressed as soon as possible. 2 Facilities Officers, Jarrod Hutt and Cliff Spong now have payment cards, most convenient for the work that they do and these are settled, monthly.

(b) Budget Preparation and (f) significant obstacles to progress

The Clerk reported that due to a string of significant obstacles, officers are not as far forward with sorting out the major problems with last year's budget allocations to address this year's but will continue to strive to get this completed as soon as the situation allows since it is appreciated by all the time and financial constraints this is causing. Staffing difficulties have also exacerbated this but resolution of the admin staff situation is now well underway. A significant stumbling block was also interference in the progress of the transfer by TDC of the land at the bottom of the campus where the replacement community units are proposed. The Clerk has now clarified the situation and it appears that this is now expected

(c) Change of Bank

The Clerk and RFO reported that continuing difficulties with the Barclays authorisation system and provision of cards, processing of mandate signatories, setting up of direct debits, standing orders, etc, reinforce the need to find a new bank as soon as is feasible and this will come back to Finance in due course. To facilitate this our two unused accounts will be closed as soon as is practicable.

(d) Checking of Monthly Bank Reconciliation by non-Finance Committee councillors

The RFO reminded members that a councillor still needs to be nominated to take up this role.

9 To set the meeting dates and times for the full council year

Confirmed as normally, quarterly, and as

21 July 2022 at 15.30

20 October 2022 at 15.30

19 January 2022 at 15.30

10 All Outstanding Grant Applications

To note:

a Grant of £1500 was awarded to the Folk Festival

a grant of £1000 was awarded to the Carnival – less agreed toilet costs

by CET in order to meet time constraints.

11 Date of Next meeting

20 October @ 3.30