

Minutes of the Finance Committee held on Monday 20th August 2018 in the Committee Room Town Hall, Windmill Lane, Northam at 10.00am

Present: Cllrs Himan (Vice Chairman), Brading, Davis, Edwards and Hames
In attendance: Miss A Kendall, Administration Officer

In the absence of the Chairman, Cllr Himan took the meeting as Vice-Chair.

- 1808/285 Apologies**
Apologies were received from Cllrs Sherborne and Tisdale
- 1808/286 Chairman's announcements**
There were none
- 1808/287 Declarations of interest**
Members were reminded that all interests must be declared prior to the item being discussed.
- 1808/288 To agree the agenda between Part A and Part B (confidential information)**
It was **resolved** to agree the agenda between Part A and Part B.
Proposed: Cllr Brading, Seconded: Cllr Davis (all in favour)
- 1808/289 To confirm and sign the minutes of the meeting held 16th July 2018**
It was **resolved** to confirm and sign the minutes of the meeting held 16th July 2018 as a correct record after amending the second resolution under minute number 1807/230 to read 'It was further resolved to refund the contributions to legal fees from 2 Cllrs in relation to Westward Ho! Park as this is a personal enquiry'
Proposed: Cllr Hames, Seconded: Cllr Edwards (all in favour)
- 1808/290 Action Points**
Action Points were noted and Members asked that more detail be included in future.
- 1808/291 Public Participation**
Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.
No members of the public were present.
- 1808/292 To consider invoices for payment and financial reports**
- Northam Burrows Account
It was **resolved** to recommend to Full Council that the full balance be transferred from the Northam Burrows account into the general Northam Town Council account.
Proposed: Cllr Himan, Seconded: Cllr Brading (all in favour)
- The Admin Officer advised Members that as far as she is aware, the Town Clerk had previously advised Members that it is not possible to do this as the money is ring fenced in a separate account specifically for Northam Burrows. Members insisted that the recommendation be placed on the agenda for the next Full Council agenda. The Admin Officer advised that she will speak with the Town Clerk who will advise Members of the position at the Full Council meeting.

A discussion about the Northam Burrows Charity status took place, the Admin Officer informed Members that this matter is also on the Full Council agenda for the Town Clerk to give an update.

Action Point – recommendation to be added to the Full Council agenda.

- May Fair analysis and report
After a lengthy discussion, Members requested a full profit and loss account for both 2017 and 2018 including details of all staff time spent on matters relating to the May Fair. The Town Clerk is asked that this is prepared and circulated as soon as possible and an item will be added to the Town Projects agenda for further discussion. It was **agreed** that Cllr Brading should continue to work within the current budget available for arranging the 2019 May Fair.

Action Point – Town Clerk to prepare updated report and circulate. Item to be added to the Town Projects agenda.

It was **resolved** to accept the payments and financial reports.
Proposed: Cllr Edwards, Seconded: Cllr Brading (all in favour)

During the inspection of the reports, the following matters arose;

- Devon County Council grass cutting – Members requested further information on when and how much the Town Council are paid by the County Council for the grass cutting. This will be brought to the next meeting.
Action Point – bring information to the next meeting.
- It was **agreed** that, if possible, all cost centre codes that haven't been used for the last two years should be removed to tidy up the budget reports.
Action Point – Town Clerk to remove old cost centres if possible.
- Mayor's Cadet – it was suggested that the baton and armband should remain in the Town Hall when the Cadet does not need to use them. It was requested that an agenda item be added to Full Council to consider replacing the current plaque with a wooden honours board that will be put up in the Council Chamber.
Action Point – Item to added to the Full Council agenda. Admin Officer to gather costings.
- It was further **agreed** that a breakdown of the current general and earmarked reserves be brought to the next meeting.
Action Point – Town Clerk to prepare information and bring to the next meeting.

There being no further business the meeting closed at 11.30 am

Signed..... Dated

DRAFT