

Minutes of the Finance Committee held on Monday 17th September 2018 in the Committee Room Town Hall, Windmill Lane, Northam at 10.00am

Present: Cllrs Sherborne (Chairman) Berryman, Davis, Edwards, Himan and Tisdale
In attendance: Cllr Leather, Mrs M J Mills, Town Clerk

- 1809/403 Apologies**
 Apologies were received from Cllrs Brading and Laws
- 1809/404 Chairman's announcements**
 There were none
- 1809/405 Declarations of interest**
 Members were reminded that all interests must be declared prior to the item being discussed.
- 1809/406 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 Tisdale, Seconded: Cllr Davis (all in favour)
- 1809/407 To confirm and sign the minutes of the meeting held 20th August 2018**
 It was **resolved** to confirm and sign the minutes of the meeting held 20th August 2018 as a correct record
 Proposed: Cllr Himan, Seconded: Cllr Edwards (majority in favour 3 abstentions, not present at the meeting)
- 1809/408 Action Points**
 Action Points were noted.
- 1809/409 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.
- 1809/410 To consider invoices for payment and financial reports**
- *May Fair analysis and report (herewith)*
- Members **resolved** to recommend to Full Council that visiting Mayors and Dignitaries do not pay for a luncheon but be invited to make a donation to the current Mayor's Charities. Also that a donation from the May Fair to the Mayor's charities should not be made in future.
 Proposed: Cllr Sherborne, Seconded: Cllr Tisdale, (majority in favour with 1 abstention and 1 against)
Action Point: place on Full Council
- It was further **resolved to recommend to Full Council** that in future a buffet lunch be offered to visiting Mayors and Dignitaries
 Proposed: Cllr Himan, Seconded: Cllr Sherborne (all in favour)
Action Point: place on Full Council

It was further **resolved** to recommend to Full Council that costings as presented for the May Fair should be accepted and that Cllr Brading works within the balance held for the May Fair for 2019

Proposed: Cllr Sherborne, Seconded: Cllr Berryman (all in favour)

Action Point: place on Full Council

It was further **resolved** to recommend to Full Council that the Mayor's Cadet Honours Board and signwriting be funded from the Council Tax reserves.

Proposed: Cllr Edwards, Seconded: Cllr Berryman (all in favour)

Action Point: place on Full Council and Town Clerk to transfer funds

It was **resolved** to accept the payments and financial reports.

Proposed: Cllr Sherborne, Seconded: Cllr Tisdale (all in favour),

1809/411 To review procurement procedures

Members considered the report prepared by the Town Clerk

Advice will be sought from the Internal Auditor and the matter considered at the next Finance Meeting.

Action Point: Town Clerk to seek advice and place this item on the next agenda

1809/412 To consider payments received from Devon County Council in relation to grass cutting

Members agreed to note the report, they asked that a map of the areas the Town Council that are cut on behalf of other Councils should be placed on Town Projects

Action Point: Town Clerk to seek copies of maps and place on Town Projects

1809/413 To consider reserves (report herewith)

Members agreed to note the report

There being no further business the meeting closed at 11.00 am

Signed..... Dated

DRAFT