

**MINUTES OF THE FINANCE COMMITTEE MEETING OF OTTERY ST MARY TOWN
COUNCIL HELD IN THE COUNCIL CHAMBER, THE OLD CONVENT, 8 BROAD
STREET, OTTERY ST MARY ON FRIDAY 24TH FEBRUARY 2017 AT 10.00AM**

PRESENT	Chairman Vice Chairman	Councillor Bartlett Councillor Gori
	Committee Members	Cllrs Holmes, Dobson, Hall, Pang and Edwards together with the Town Clerk

F17/02/01

1. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Pratt

F17/02/02

**2. TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA AND
RECEIPT OF REQUESTS FOR NEW DISCLOSABLE PECUNIARY INTERESTS (DPIS)
DISPENSATIONS FOR ITEMS ON THE AGENDA**

Cllr Gori declared an interest in Item 11 as she hired the Council's meeting room for her Spanish classes

F17/02/03

**3. IN CONSIDERATION OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT
1960 (PUBLICITY WOULD BE PREJUDICIAL TO THE PUBLIC INTEREST BY
REASON OF THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE
TRANSACTIONED): TO AGREE ANY ITEMS TO BE DEALT WITH AFTER THE PUBLIC
AND PRESS HAVE BEEN EXCLUDED**

There were none

F17/02/04

**UPDATE ON HOW PREVIOUS RECOMMENDATIONS MADE AT THE PREVIOUS
FINANCE COMMITTEE MEETING HAVE BEEN PROGRESSED RE QUOTATIONS
FOR 2017-2018 FOR: THE FLEXTON TOILET, GRASS MAINTENANCE IN OTTERY ST
MARY INCLUDING CEMETERY AND ANY PROPOSED SPECIFICATIONS/TENDERS
FOR WORK AND/OR THE PROVISION OF EMPLOYING A HANDYPERSON**

Grass Maintenance etc in Ottery – The Deputy Mayor advised that the Council was negotiating with Men's Sheds whereby some of their volunteers may be prepared to carry out grounds maintenance tasks in the town ie grass cutting of verges and weeding flower beds etc in return for the costs of their use of the porta cabin being reduced. Negotiations were on-going

Cemetery – It was recommended to continue with the services of Shaun Davey for the grounds maintenance as he always carried out a high standard of work

Flexton Toilet – It was recommended to accept EDDC's 2017/18 quote for the cleaning of the toilet in the sum of £ 2743.75 subject to the Council being able to terminate the contract for services when the new public conveniences in the library were operational or, if they so choose, to transfer the contract for cleaning to the new public conveniences. The Clerk to check whether the annual rates paid on the Flexton toilets also applied to other property within the building

Handy Person

The Mayor and Deputy Mayor had not had an opportunity to consider the matter further due to more pressing council business. There was much discussion as to what the Council actually required the handy person to do and whether he should be an employee of the Council or employed on a self-employed basis. It was agreed that the Mayor and Deputy Mayor would carry out further research and the matter be referred to the April Council meeting.

F17/02/05

TO CONSIDER AND MAKE A RECOMMENDATION REGARDING FUTURE ACCOUNTANCY PROVISION AND BOOK-KEEPING SERVICES

It was recommended that the Council should continue with the services of Dave Walker for a further year and the matter to be kept under review

F17/02/06

TO CONSIDER AND MAKE RECOMMENDATIONS REGARDING THE QUARTERLY FINANCIAL REPORT

It was recommended that the report be approved

F17/02/07

TO CONSIDER RECOMMENDING APPROVAL OF: A REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT, STATEMENT OF INTERNAL CONTROL, INVESTMENT STRATEGY AND INTERNAL AUDIT PLAN FOR 2016-2017 PLUS CLLR GORI'S RISK ASSESSMENT DOCUMENT

It was recommended that the following documents:

- i. The Effectiveness of Internal Audit
- ii. Statement of Internal Control
- iii. Investment Strategy and
- iv. Internal Audit Plan for 2016/17

be approved subject to the dates in the documents being updated

Cllr Gori's Risk Assessment was recommended for approval and the Mayor expressed his thanks to Cllr Gori for all her hard work

F17/02/08

TO CONSIDER INSURANCE PROVISION FOR 2017/18

After careful consideration of the three quotes it was recommended that the Council remain with its existing insurer Zurich on a further three year term at £3054.27 per annum as Zurich had been particularly helpful and efficient in the past

F17/02/09

TO CONSIDER AN INCREASE IN CEMETERY FEES AND OTHER ASSOCIATED CEMETERY COSTS

The following recommendations were made:-

- i. Shaun Davey's quote of £160 (to carry out additional grounds maintenance works at the Cemetery) be accepted
- ii. a new noticeboard for the cemetery be purchased
- iii. any proposed increase in cemetery fees be deferred to a cemetery working group meeting. The Clerk suggested that additional fees needed to be considered and also to consider doubling up of fees for non-parishioners. Cllr Hall suggested that monies should be set aside each year to cover any

major cemetery expenditure . The Chairman advised he would circulate fees of other cemetery authorities as a comparison

F17/02/10

TO CONSIDER AN INCREASE IN ROOM HIRE CHARGES FOR THE COUNCIL MEETING ROOM AND RENTAL INCREASE RE OFFICES AND THE STATION

It was recommended to leave fees unchanged

F17/02/11

TO FURTHER CONSIDER REQUEST FOR PARISHES TOGETHER FUNDING FOR FINANCIAL SUPPORT RE THEATRE PRODUCTION COSTS TO WARN AGAINST CHILD SEXUAL EXPLOITATION

It was understood that the production would be coming to the Kings School. It was recommended that the Council join with other parishes (the Clerk to establish if this was possible). Following which the Council would determine as to the amount of funding it wished to contribute

F17/02/12

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO FINANCE

There were none

F17/02/13

TO CONFIRM THE DATE OF THE NEXT MEETING

To be confirmed

Meeting Closed at 11.24am

Mayor's signature: Date:.....

DRAFT

DRAFT