

**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 TUESDAY 21st NOVEMBER 2017 AT 2PM**

PRESENT	Chairman	Councillor Bartlett
	Vice Chairman	Councillor Gori
	Committee Members	Cllrs Holmes, Dobson and Pang together with the Assistant Town Clerk
	Other Persons	Cllr Giles

F17/11/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllr Edwards

F17/11/02

**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 hires the Council's meeting room for Spanish classes.

F17/11/03

**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 TRANSACTED): TO AGREE ANY ITEMS
TO BE DEALT WITH AFTER THE PUBLIC AND PRESS HAVE BEEN EXCLUDED**

There were none due to no members of the public being present.

F17/11/04

UPDATE ON THE OLD TOWN HALL AND ANY FINANCIAL IMPLICATIONS

Cllr Holmes stated that as a meeting was taking place the next day with Robert Neale, it was difficult but advised that the Town Council is paying rates on an empty building. Cllr Pang asked whether the Town Council had a Plan B if the Heritage Society did not want to take it on or pulled out. Cllr Holmes advised that at the last Property Meeting the Town Clerk was going to contact EDDC to find exact details of what the overage was and what the Town Council would have to pay back should it sell the building. Cllr Dobson reiterated that there was a meeting the next day to agree the Tenancy at Will which will then be taken to the Trustee Committee in two weeks. It was agreed that there should be a Plan B in place.

F17/11/05

**TO CONSIDER AND MAKE RECOMMENDATIONS CONCERNING THE FOLLOWING GRANT
APPLICATIONS**

Coleridge Memorial Trust

The organisation requires funding for a bronze, life-sized sculptural memorial to Samuel Taylor Coleridge in the churchyard. This would increase the number of visitors and tourists to the town as well as other benefits.

AMOUNT REQUESTED £1000

AMOUNT RECOMMENDED £500

Joint Guide & Scout Committee

The organisation requires funding to reduce the considerable expenses incurred on Pixie Day. Apart from subscriptions, the surplus is divided between the Scouts and the Guides which provide structured activities for many youngsters.

AMOUNT REQUESTED £300

AMOUNT RECOMMENDED £300

Men's Shed Ottery

The organisation requires funding towards six month's rent as it faces a bill for formal planning, consultancy fees and structural calculations related to the design and construct of a new, purpose build shed to house increased membership.

AMOUNT REQUESTED £1000

AMOUNT RECOMMENDED 6 MONTH'S FREE RENT

OSM Carnival & Tar Barrel Committee

The organisation needs additional funds to help pay for toilets for the events and for the fireworks after the carnival procession

AMOUNT REQUESTED £3,000

AMOUNT RECOMMENDED £3,000

OSM Food & Families Festival

The organisation requires funding to work with businesses to promote festival activities and enhance with signage, artwork, decoration & greenery. To provide purchase materials to increase children's activities in the library, help with increased infrastructure costs and to extend the main market into Silver Street, the library and Land of Canaan which would raise venue funding.

AMOUNT REQUESTED £500

AMOUNT RECOMMENDED £250

OSM Over 60s Club

The organisation requires funding to add to the general fund in order to keep costs minimal to its members

AMOUNT REQUESTED WHAT THE COUNCIL DEEMS FIT TO GIVE THEM

AMOUNT RECOMMENDED £100

OSMVSU (Venture Scout Unit Carnival Club)

The organisation requires funding to buy and decorate a dress tractor to tow its float and put towards the costs of adapting its needs such as reducing the height to enable access to local towns.

AMOUNT REQUESTED £2,000

AMOUNT RECOMMENDED £1,000 (SUBJECT TO MATCH FUNDING AND A RECEIPT OF PURCHASE)

Otter Vale Friends of Hospicecare

The organisation requires funding to replace old and worn tablecloths used at fund raising events and to buy a bale of oil cloth and cut it to size.

AMOUNT REQUESTED £210

AMOUNT RECOMMENDED £210

Ottery Community Theatre

The organisation requires funding to help cover revised hire charges since moving and to help fund increases in production costs and enable the group to renew, replace and add to current aging resources.

AMOUNT REQUESTED £200

AMOUNT RECOMMENDED £200

Ottery Help Scheme

The organisation requires funding to help with annual outgoings and to set up new Home Support Services like a Cleaning & Gardening service, additional Home Help which all require new staff including a Home Services Co-ordinator, new equipment, staff training and DBS checks.

AMOUNT REQUESTED £3,000

AMOUNT RECOMMENDED £1,000

Ottery in Bloom

The organisation requires funding to provide additional and replacement plants, compost and fertilizer for stands and tubs in the town.

AMOUNT REQUESTED £500

AMOUNT RECOMMENDED £500

Ottery Station Youth Club

The organisation requires funding to take 8-10 youth club members away to DCC's Dartmoor holiday home in 2018. Attendees will be from under-privileged group who are unlikely to have a holiday. Cllr Dobson declared an interest as a Trustee of the Station.

AMOUNT REQUESTED £500

AMOUNT RECOMMENDED £500

Ottery St Mary Twinning Association

The organisation requires funding to run a membership campaign in 2018 aiming to attract younger people from new housing developments in the Parish

AMOUNT REQUESTED £500

AMOUNT RECOMMENDED £250 (subject to match funding from West Hill Parish Council or another council)

Sidmouth & Ottery Hockey Club

The organisation requires funding to provide additional coaching, equipment, kit and training resources due to increased interest in the club. Training is also needed.

AMOUNT REQUESTED £500

AMOUNT RECOMMENDED £250 (subject to match funding by other Councils; Parishes Together)

Tale Valley Trust

The organisation requires funding for hand tools, waders, transport of volunteers on days removing Himalayan Balsam.

AMOUNT REQUESTED £100

AMOUNT RECOMMENDED £100

Tipton St John Community Hall Trust

The organisation requires funding to take up all the paving slabs at the front of the building and extend the tarmac area across to the school boundary, making it safer for children. The tarmac would also extend to cover the present overgrown grassed area.

AMOUNT REQUESTED £1000

AMOUNT RECOMMENDED £500 (subject to receipt of invoice for work carried out)

Tipton Times

The organisation requires funding to lease a printing machine to replace the present digital duplicator which is at the end of its life. The new one would produce acceptable print quality which would benefit all readers, particularly those with fading eyesight

AMOUNT REQUESTED £500

AMOUNT RECOMMENDED £300

Vision OM

The organisation requires funding to be used for fuel for the hospital ambulance, rental for meetings and occasional speakers and to purchase gadgets that help those with Visual impairment.

AMOUNT REQUESTED £200

AMOUNT RECOMMENDED £200

F17/11/06

TO CONSIDER A REQUEST FROM THE TAR BARRELS COMMITTEE

This was discussed in confidential session

F17/11/07

UPDATE ON THE LIBRARY AND TOILET CONTRACTS AND APPROVAL OF FINAL INVOICES (IF ANY)

Cllr Holmes stated that the Council was awaiting one invoice for retention. Cllr Dobson agreed and advised that apart from that one, all invoices had been received and the Council had agreed to pay them.

F17/11/08

TO CONSIDER RECOMMENDING APPROVAL OF: A REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT, STATEMENT OF INTERNAL CONTROL, INVESTMENT STRATEGY AND INTERNAL AUDIT PLAN FOR 2017/18 AUDIT

This was recommended for approval at the next Full Council Meeting.

F17/11/09

UPDATE ON THE COUNCIL'S CURRENT INSURANCE PROVISION

Cllr Bartlett informed the committee that as the Town Clerk was currently off sick, it does not fully know what is being looked at and what is required. This item was deferred to the next Full Council meeting.

F17/11/10

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

After Cllr Bartlett went through and advised of the costs, it was recommended that these should increase in line with East Devon District Council due to increased responsibilities and safety checks on headstones.

F17/11/11

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

It was agreed that this item was deferred to the next Finance meeting

F17/11/12

UPDATE ON THE SHADOW ACCOUNTANCY SYSTEM AND TO MAKE RECOMMENDATIONS REGARDING FUTURE ACCOUNTANCY PROVISION AND BOOK-KEEPING SERVICES

After careful consideration and as the quote provided showed a saving of £840 from last year to carry on with the book keeping, it was recommended that the Council should continue with the services of Sloane Walker for a further year.

F17/11/13

TO CONSIDER AND MAKE A RECOMMENDATION REGARDING INTERNAL AUDIT PROVISION FOR THE 2017-18 AUDIT

It was recommended that David Hinchcliffe would continue as the Council's auditor.

F17/11/14

TO CONSIDER AND MAKE RECOMMENDATIONS REGARDING MEMBERS ALLOWANCES 2018-19

Cllr Giles asked if the Town Council gets a copy of the report that goes to East Devon District Council for recommendations as the Remuneration Committee recommended that there be no increase for this year. After discussion, it was recommended that the allowances do not change as the Mayor carries out more civic duties than Councillors with out of pocket expenses such as mobile phone and refreshment costs.

F17/11/15

TO CONSIDER STAFF SALARIES 2018/19

After much discussion, it was agreed that these should be as in line as those recommended by the NALC national guidelines/figures.

F17/11/16

TO CONSIDER AND MAKE RECOMMENDATIONS REGARDING EARMARKED RESERVES

Cllr Dobson requested that some of the money be used for damp proofing the old library building as it is deteriorating. He mentioned it was a big job, that the Heritage Society had received quotes for this and that he had asked the Town Clerk to obtain those and also a quote from the supplier who carried out the damp proofing at the Town Council offices. He said he had not seen any quotes but would probably be in the region of £20,000. It was agreed to recommend this at the Full Council Meeting as an urgent action.

F17/11/17

S106 MONIES UPDATE

This item was deferred to the next Finance meeting.

F17/11/18

UPDATE ON POTENTIAL OF THE COUNCIL TAKING ON ADDITIONAL GROUNDS MAINTENANCE WORK

This item was deferred to the next Finance meeting.

F17/11/19

TO CONSIDER i. INFORMATION FROM EDDC (TO ENABLE LOCAL COUNCIL TAX TO BE CALCULATED) ii. A DRAFT BUDGET AND iii. TO RECOMMEND A PRECEPT FOR THE FINANCIAL YEAR 2018-2019

After much discussion and depending on what happens with the Heritage Society and public liability insurance for the meeting room vs income, it was recommended that the Town Clerk pursue this as she has been dealing with it. It was also recommended that Cllr Bartlett would update the figures and send to the Town Clerk to distribute.

F17/11/20

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO FINANCE

Cllr Pang stated that she had some questions on the Reserve Policy. After much discussion, it was recommended that a list of queries should be written by Cllr Pang and given to the Town Clerk as the Responsible Finance Officer.

F17/11/21

TO CONFIRM THE DATES OF THE NEXT FINANCE COMMITTEE MEETING

No specific date was set for the next meeting but due to setting the precept budget, it would likely be in January 2018.

Meeting Closed at 3.52pm

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