



The Clerk advised that she was familiar with the VT online accountancy system, having used it herself and would be able to instruct her assistants on how to use it. The Vice-Chairman expressed concern as to the capacity of the assistants to take on this work, particularly Liz Graveney and that although there was few planning applications coming through at the moment that this could alter. Cllr Edwards also advised that the new Data Protection provisions to be introduced next year may have a serious impact on workloads. After further discussion it was recommended that part way during the present financial year a `shadow` system be set up (for a quarterly period) which the two assistants could operate which would provide a means of accessing whether they had the capacity to take on the work and if so, how effective they were at carrying out the work. The Clerk advised that HMRC deductions could also be carried out `in house` as she had also operated this system which was straight forward. It was agreed that this matter be further considered at the next Finance Cttee meeting. The current terms of Engagement with Sloan Walker were not discussed

F17/07/07

### **CONSIDERATION OF COSTS OF SETTING UP INDIVIDUAL E-MAIL ADDRESSES FOR EACH COUNCILLOR**

In view of security issues (protection against viruses etc) Cllr Holmes had carried out some research and had advised that it would be in the Council's interests for each councillor to be set up with an individual Town Council e-mail address. This would be at an annual cost of £18 per address, as per Vision ICT quote. It was recommended that this proposal be implemented. It was also suggested that feedback be obtained from the district councillors to gauge how they viewed the EDDC e-mail system

F17/07/08

### **FURTHER CONSIDERATION OF A 2016/17 GRANT APPLICATION – READ EASY HONITON**

There was much debate. However it was recommended that the grant request be refused for this year. It was also agreed that the Vice-Chairman investigate whether such provision (to assist adults to read) was available in the library or was intended to be provided in the future

F17/07/09

### **PETTY CASH AND CONSIDERATION OF BEST MEANS OF ACCESSING MONIES**

It was now becoming problematic to obtain petty cash monies in the town due to Barclays no longer having a bank in the town. DALC had advised that the issuing of a debit card was not satisfactory from a security aspect. It was recommended that the petty cash sum be increased to £200 as this would ensure it would last for a longer period

F17/07/10

### **TO CONSIDER THE PURCHASE OF A LAPTOP COMPUTER (UP TO A MAXIMUM COST OF £300) FOR USE BY THE INFORMATION CENTRE VOLUNTEERS**

It was understood that the present computer used by the Information Centre volunteers was old and took up too much space. It was therefore recommended that a new laptop be acquired by the Town Council for Phyllis Baxter and her volunteers at a cost not exceeding £300 subject to Phyllis and her volunteers actually occupying the Information Centre

F17/07/11

**TO CONSIDER FIXED 24 MONTH AND 36 MONTH TERM CONTRACTS FOR UTILITIES AT THE COUNCIL OFFICES, THE FLEXTON TOILETS (DISABLED) AND THE SPORTS PAVILION STRAWBERRY LANE**

After much discussion it was recommended that the Council enter into a 24 month fixed term contract with Scottish and Southern Energy for the Pavillion and the Council offices. There would be no requirement to enter into a contract for the toilets as they would be vacated shortly

F17/07/12

**TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO FINANCE**

There were none

F17/07/13

**TO CONFIRM THE DATE OF THE NEXT MEETING**

To be confirmed

**Meeting Closed at 3.06pm**

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