

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, 27TH MARCH 2018 AT 11.00am

PRESENT

Vice Chairman

Councillor Gori chaired the meeting in Cllr Bartlett`s absence

Committee Members

Cllrs Holmes, Dobson and Edwards

F18/03/01

TO RECEIVE APOLOGIES FOR ABSENCE

Cllrs Bartlett and Pang

F18/03/02

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

Cllrs Holmes and Gori declared a personal interest in Item 15 by virtue of the fact that Cllr Gori hired the meeting room for her language classes and Cllr Holmes was her partner

F18/03/03

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

F18/03/04

CONSIDERATION OF THE TOWN COUNCIL`S ACCOUNTS TO DATE

The accounts were considered and nothing of concern was noted. It was understood that they would be considered in more depth once the year end figures were to hand

F18/03/05

TO CONSIDER AND MAKE RECOMMENDATIONS REGARDING EARMARKED RESERVES

It was recommended that this item be deferred to the next Finance Ctte Meeting

F18/03/06

TO REVIEW AND MAKE RECOMMENDATIONS REGARDING THE COUNCIL`S ASSET LIST

A number of items were recommended to be added to the asset list. The Clerk would amend as necessary

F18/03/07

TO REVIEW AND MAKE RECOMMENDATIONS REGARDING THE COUNCIL`S FINANCIAL POLICIES AND FINANCIAL REGULATIONS

The following policies were reviewed:-

- Due Diligence
- Reserves**
- Risk Management and Risk Assessment*
- Statement of internal Control*
- Subsistence/Mileage*
- Financial Regs*

It was recommended that all documents marked* be amended as recommended by the Committee members and that **the Reserves Policy be considered at the next Finance Ctte meeting. It was recommended that any document without an asterisk did not require amending

F18/03/08

TO CONSIDER QUOTES AND MAKE RECOMMENDATIONS FOR REPLACEMENT CEMETERY GATES

The Clerk had attempted to obtain four quotes but had only been successful in obtaining two, namely from Woodleys £2175 plus vat (hardwood) and Powderham Saw Mills £1375 (softwood) and £2275 (Hardwood) . It was recommended that Woodleys quote be accepted

F18/03/09

TO CONSIDER COST AND MAKE RECOMMENDATIONS RE REPLACEMENT NAME BADGES

A number of councillors now required replacement ID badges due to `wear and tear`. It was recommended that a new type of ID badge for all councillors and employees be used wef May 2018. The cost for 14 badges would be £4 each, holders and lanyards £1.20 each, plus a standard delivery fee of £4.50. All prices quoted were exclusive of Vat. The badges would incorporate a photograph of each councillor. It was recommended that the word `Cllr` be in full on each badge and also the contact number of the town council on the reverse side should a councillor lose his/her badge. The Clerk had provided a number of templates of badges for consideration and the template which had the most blue colouring was the preferred choice.

F18/03/10

TO CONSIDER AND MAKE RECOMMENDATIONS RE EDDC`S PROPOSED CLEANING COSTS OF THE LIBRARY

It was recommended that the costs for cleaning the library toilets for 2018/19 namely £4831.36 be accepted. In addition it was recommended that the much improved cleaning cupboard used by EDDC`s cleaner on a FOC basis be charged to EDDC. It was recommended that a licence agreement be entered into with EDDC for £100 per annum. However in the first instance the Clerk to gauge the likely response to the Council`s proposal, from Tom Green at EDDC`s Street Scene

F18/03/11

TO CONSIDER QUOTES AND MAKE RECOMMENDATIONS FOR REPLACEMENT INTERNAL DOOR IN THE COUNCIL OFFICES

A number of quotes had been received namely from Otter Windows £1041.67; Devonshire Windows £1252; The Conservatory & Window Factory Ltd £1084.34; Smart PVCU £961.55; the Green Window £985; CSHI Windows & Doors Ltd £664. However after much discussion it was recommended that the quote from Otter Windows be accepted as the Council had used them previously and was extremely satisfied by the standard of workmanship

F18/03/12

TO CONSIDER AND MAKE RECOMMENDATIONS REGARDING THE OCCUPANCIES AND RENTALS PAID IN RESPECT OF OFFICE 3 AT THE STATION AND OFFICE 6 AT THE COUNCIL OFFICES

It was recommended that Clare Gillon be permitted to remain in the office at the Station at the same reduced rental of £100 per month subject to her entering into a non-secure tenancy, for a term of one year. It was also recommended that Carola be permitted to continue to use Office 6 in the Council Offices on an `ad-hoc` basis at a reduced rate of £6 per hour as she was in the process of building up her fledgling counselling business. The matter to be reviewed again in October 2018

F18/03/13

CONSIDERATION OF ESTIMATE AND RECOMMENDATIONS FOR CCTV TO BE INSTALLED IN THE LIBRARY

A quote had been received from Bishop Electrical in the sum of £163.89. The Mayor and Clerk recommended that Bishop be instructed to install the CCTV as a matter of urgency in view of

another spate of vandalism having occurred. Under the Financial Regulations the expense would be permitted immediately subject to obtaining retrospective approval of Full Council

F18/03/14

S106 MONIES UPDATE

The Council had received a S106 payment from EDDC of £3235.63 made up of £5810 information signs, £3498.10 the Otter sign (on the side of Ottery petrol station) £3235.63 the new bench (to be sited outside the library) and a surplus sum of £691.90 to cover any additional costs in relation to the aforementioned projects. It was recommended that quotes be obtained for the interpretation table

F18/03/15

TO CONSIDER THE PUBLIC LIABILITY INSURANCE PREMIUMS FOR USERS OF THE MEETING ROOM

It was accepted that all users of the Council’s meeting rooms required public liability insurance. However Sylvie Leroy’s small number of French classes in April was causing her concern particularly with regards to her having to pay her public liability insurance in April. It was acknowledged that Sylvie had provided a useful community service with regards to her French classes for a number of years in Ottery and it would be detrimental to the community if she decided it was too expensive to continue to operate in the vicinity. It was therefore recommended that the Council allow Sylvie to operate at the charity rate (half the rate of the normal room hire costs) for room hire costs for her 5 x April sessions which would be a ‘one-off’ arrangement. It was likely in September that she would give consideration to increasing her language class fees which should address this issue

F18/03/16

TO RECEIVE COUNCILLORS’ QUESTIONS RELATING TO FINANCE

There were none

F18/03/17

TO CONFIRM THE DATES OF THE NEXT FINANCE COMMITTEE MEETING

TBA

Meeting Closed at 12.30pm

Mayor’s signature: Date:.....

Mayor’s Initials.....