

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 THURSDAY, 29TH NOVEMBER 2018 AT 12.30PM

PRESENT

Chairman
Vice-Chairman

Councillor Bartlett
Cllr Gori

Committee Members

Cllrs Holmes, Dobson, Faithfull and Pang

F18/11/12

TO RECEIVE APOLOGIES FOR ABSENCE

There were none

F18/11/13

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

The Vice-Chairman and Cllr Holmes declared a personal interest in Item 6 (room hire charges)

F18/11/14

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

F18/11/15

TO CONSIDER RECOMMENDING APPROVAL OF: A REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT, STATEMENT OF INTERNAL CONTROL, INVESTMENT STRATEGY AND INTERNAL AUDIT PLAN FOR 2018/19 AUDIT

The draft documents had been circulated to councillors for consideration. It was **RECOMMENDED** that they be approved

F18/11/16

TO CONSIDER ELECTION EXPENSES

It was **RECOMMENDED** that the election expenses be set at £4500 in the draft budget

F18/11/17

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

The current charges had been e-mailed to Councillors. It was **RECOMMENDED** that all charges remain as they were

F18/11/18

TO CONSIDER A REVISED TRAINING BUDGET

The Clerk advised that in order to satisfy the requirements of the Society of Local Council Clerks that as she was now classed as a `Professional` member that she was required to attain 18 Common Professional Development points each year, some of which would need to be obtained by attending training courses. In addition the Local Council Quality Award required councillors to have regular training and in particular training on finance, plus there would be on-going training for the assistant clerks. It was **RECOMMENDED** that the sum of £3,000 be set aside for training

F18/11/19

TO CONSIDER AND MAKE RECOMMENDATIONS REGARDING MEMBERS ALLOWANCES 2019-20

The Clerk advised of the following:-

East Devon District Council Allowance was £4360

7% of EDDC Allowance £305 (i.e. no change from 2011)

For 2017/18 all members with the exception of the Mayor and Cllr Harding (who as a co-opted member did not receive an allowance) were entitled to receive £305 each (7% of the EDDC Allowance) . The Mayor was entitled to receive £436 (10% of the EDDC Allowance) The Mayor was also entitled to receive a separate allowance of £750 (most of which he didn't use), to be used at his discretion. It was **RECOMMENDED** that the allowances remain as they were

F18/11/20

TO CONSIDER STAFF SALARIES 2019/20

The Clerk advised that new pay scales for 2019-20 were to be implemented from 1st April 2019. It was understood that further information on these would be issued by NALC later this year.

However this information was still awaited. It was **RECOMMENDED** that the figure proposed in the draft budget remain

F18/11/21

CONSIDERATION FOR THE COST OF A PROPOSED NEW WEBSITE

Liz Graveney had prepared a Brief which had been circulated to councillors regarding matters appertaining to a proposed new website, which had been considered. It was **RECOMMENDED** that £3000 in earmarked reserves be ring fenced for the proposed new website. Another meeting of the Web Site Steering Group would need to be arranged in the New Year to agree a proposed tender and to decide which companies to approach for quotes

F18/11/22

TO CONSIDER:-

- **INFORMATION FROM EDDC (TO ENABLE LOCAL COUNCIL TAX TO BE CALCULATED)**
- **A DRAFT BUDGET AND**
- **TO RECOMMEND A PRECEPT FOR THE FINANCIAL YEAR 2019-2020**

No up to date figures from EDDC were yet available re the calculation of the council tax for 2019/20. The projected Revenue and Expenditure figures for the draft budget were considered and adjustments made accordingly. Further adjustments would need to be made and therefore there was no proposed 2019/20 precept figure at this time

It was understood that the balance of monies available for Neighbourhood Plan expenditure be used for Regeneration Group purposes. It was **RECOMMENDED** that £5,000 be put into earmarked reserves for this purpose

F18/11/23

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO FINANCE

Cllr Holmes suggested that Hedley Richie be approached to see whether he would be prepared to offer a discount in view of the fact he was being annually instructed to carry out fire risk assessments on all the Council's properties (apart from the Station). The Clerk would investigate

Cllr Dobson questioned whether the Council was still receiving any wayleave payments. The Clerk would investigate

The Chairman requested that the Clerk's Assistant, Liz Graveney, contact Simon Davey (EDDC Finance) during the early part of January to ascertain what the new tax base would be for OSM. The Clerk would pass this request to her.

F18/11/24

TO CONFIRM THE DATES OF THE NEXT FINANCE COMMITTEE MEETING

TBA in January

Meeting Closed at 1.45pm

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

Mayor's Initials.....