



Ottery St Mary Town Council

Minutes of the **FINANCE COMMITTEE MEETING** of **OTTERY ST MARY TOWN COUNCIL** held in the in the Meeting Room, 8 Broad Street, Ottery St Mary EX11 1BZ on **WEDNESDAY 21ST JUNE 2023 at 4.0PM**

PRESENT: Councillor Stewart (**Chair and Deputy Mayor**), Cllrs Grainger (**Mayor**), Green, Lucas and Kerry Kennell, CEO

F23/06/01

TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Bartlett

F23/06/02

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 Stewart	Agenda item 5 - Cllr Stewart declared a pecuniary interest as the CO of Citizens Advice East Devon.
Cllr Grainger	No interests declared.
Cllr Green	No interests declared.
Cllr Lucas	No interests declared.

F23/06/03

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

It was RESOLVED that Agenda item 5 will be discussed in Confidential Session as financial information relating to the organisations finances will be discussed.

It was AGREED to bring forward Agenda item 5.

F23/06/04

CONSIDERATION OF COMMUNITY GRANT REQUESTS

The following **RECOMMENDATIONS** were made:

Group	Amount requested	Recommendation
Tar Barrels	£10,000	A representative from the Tar Barrels Committee advised the committee has readjusted to increase their fundraising efforts for future years but due to rates of inflation costs to run the event this year their fundraising will fall short. The committee does put money back into the town supporting local organisations and are reluctant not to be able to do that. It

Chair`s Initials.....

		<p>is recognised that the event does bring high volumes of people into town which benefits local vendors. The shop has worked really well. The Council would be willing to work with the committee to help generate some further fundraising ideas. It is RECOMMENDED that Tar Barrel committee are invited to a further meeting to discuss their plans further for future fundraising but that the Committee support this application in principle.</p>
Action East Devon	£10,000	<p>Headlight provide peer support for 13-18 and 18-25 offering a non-clinical service. Each project shares a proportion of costs across organisation. They have applied for several grants to external organisations. There are two paid members of staff in each session and three volunteers. All work takes place from the Station. This funding is required to continue with the current services – not increase them. It is RECOMMENDED that the project is supported in principle but that this should be discussed further at the Strategy Committee meeting as funding could be provided from the Youth Work budget.</p>
Otters Carnival Club	£500-£1000	<p>A representative from the Club attended and explained how the Club works. The Club spend all year building a float and then attend East Devon and Somerset carnivals. The Ottery Carnival has stopped. The club do carry out various fundraising events. Carnivals are taking place this year from September to December. Members are from Ottery, Honiton and Axminster. There are approximately 15-20 members ranging from 5 – 70+. It is RECOMMENDED that no grant is awarded.</p>
Citizens Advice East Devon	£2,000	<p>The application is to maintain a weekly Citizens Advice presence in Ottery. The weekly sessions are run by a volunteer but overseen by a supervisor who oversees case notes. It was noted that Citizens Advice is not funded by government and instead a third of funds come from DCC, a third from EDDC and the rest from donations from Town and Parish Councils. On average Citizens Advice East Devon sees 4,500 people per year, 320 of which are from Ottery. Payroll of 7 FTE – office support staff, admin, trainers. The long-term goal is to</p>

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		<p>be accessible to every community in East Devon. An overview was given of the various services used.</p> <p><i>Cllr Stewart left the meeting.</i></p> <p>It was RECOMMENDED that £2,000 grant is awarded on the understanding that Citizens Advice East Devon commit to work with the Council to share important information on the services available and investigate offering an afternoon/evening session from Ottery. For complete transparency the Committee also request that a costed break-down of how the grant money will be spent in Ottery is provided, demonstrating that none of the grant award is to be spent on the salary of the CO for Citizen Advice East Devon.</p>
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Cllr Stewart rejoined the meeting.

F23/06/05

TO REVIEW TERMS OF REFERENCE

The Terms of Reference were reviewed and approved.

F23/03/06

TO APPROVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE MEETING OF 24TH MARCH 2023 (minute refs F23/03/01 - F23/03/07)

The Minutes of the Finance Committee Meeting of 24th March 2023 (minute refs F23/01/01 - F23/03/07) were approved and signed as a true record of the meeting by the Chair.

F23/03/07

TO REVIEW BUDGET ALLOCATION TO EACH COMMITTEE FOLLOWING THE REVISION TO COMMITTEE STRUCTURE AND ALIGN WITH 5 YEAR BUDGET PLAN

There was a discussion as a change in the committee structure will mean an overlap in budget allocations between committees and there will need to be close monitoring to ensure that the overall budget is not exceeded. The Finance Committee will be carrying out a review of the quarterly accounts and questioning any underspend and overspend with the relevant committees.

F23/06/08

TO NOTE ACCOUNTS UP TO 31ST MARCH 2023

The accounts were noted. The CEO will ask for an amendment to be made to her title.

F23/06/09

TO RECEIVE COUNCILLORS' QUESTIONS RELATING TO FINANCE

There were none.

The Meeting ended at 6.44pm

SIGNATURE OF CHAIR	
DATE OF SIGNATURE	

Chair`s Initials.....

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