

# Brixham Town Council

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## Minutes of the Meeting of the F&GP Committee held in The Furzesham Meeting Room, Brixham Town Hall on 2<sup>nd</sup> May 2018 at 7.00 p.m.

**Present:** Cllrs R Clarke, D Giles, M Morey, J Regan, J Stock and J Wilbraham.

Also present: Tracy Hallett, Town Clerk.

### **18051. Apologies for absence through the clerk.**

Cllrs P Addison, M Day and I Carr. Cllrs Morey and Wilbraham were substitutes.

### **18052. Declarations of Interest.**

None

The Declarations of Interest register was available to sign.

### **18053. To consider any requests for Dispensation on agenda items.**

None

### **18054. Minutes of the meeting held on 04.04.18**

The minutes and the confidential notes of the meeting held on 04.04.18 were **resolved** and signed as a true copy.

### **18055. To consider payment of the invoices contained in the Expenditure Transaction Approval List.**

All invoices were considered, and it was **resolved** to pay the invoices as detailed on the approval list.

In addition the following was discussed:

- Members were advised that following the agreement at the last meeting, Fairtrade Working Group will receive a cheque for £101.
- Members were advised that BATS had returned a donation of £656.25 from the Lanterns, Lights and 'luminations event in November 2016. It was **resolved** to grant the money to Brixham Theatre.
- Members were advised that a cheque for part payment of an outstanding invoice had been received from BATS. A discussion took place over the legality of why they have refused to pay the whole balance and it was **resolved** to write off the balance of the invoice.
- Members were advised that the salary details for the new Administrative Assistant had not been done in time for Torbay Council's deadline. It was **resolved** to loan £500 as an advance of her May salary with the proviso that this was returned to the Town Council on receipt of the May salary.

### **18056. To discuss and note the bank statement and financial budget comparison.**

The statements and expenditure against budget and Town Hall reports were discussed and noted. Members were advised of the balances on the 32-day notice account, Business Instant Access account, CCLA Deposit Fund and Cambridge and Counties account and that all bank statements were to remain confidential.

**18057. To note the Internal Auditor Year End Report**

The report was noted.

**18058. To review and agree the following policies**

Financial Regulations

Minor changes were made and it was resolved to recommend to Full Council.

Financial Risk Management Register

Minor changes were made and it was resolved to recommend to Full Council.

Internal Financial Controls

Minor changes were made and it was resolved to recommend to Full Council.

Reserves Strategy

Minor changes were made and it was resolved to recommend to Full Council.

**18059. To consider and agree the 2018/19 reserves and earmarked reserves**

Minor changes were made and it was resolved to recommend to Full Council.

**18060. To consider and the Insurance Policy**

Members considered the insurance policy and it was agreed that any equipment owned in the Theatre should be covered under the Council insurance. The Clerk to email revised premium as soon as it has been received for approval.

Members were advised that due to Brixham Theatre only just being set up, they have advised that they do not have sufficient funds to pay for the insurance in the first year. The Clerk has been investigating the possibility of including the insurance within the Town Council's premium, however this meant that Brixham Theatre CIO would have to be managed by the Town Council and only act on instructions received from the Town Council. It was **resolved** to financially support their insurance premium for this financial year. The Clerk to email members the premium as soon as possible for approval prior to payment.

**18061. To consider any grant applications, grant feedback and Community Project Fund requests.**

BrixFest

BrixFest applied for funding for the Fireworks. It was **resolved** to grant the funding of £3,700 from the Community Events fund.

Foodbank

Resolved to grant £2,500. £2,000 would be taken from the ear marked reserves and £500 from the grants fund.

Defibrillator Plaque

The Community Services Committee had requested the value of £174.65 which would cover the cost of a plaque

**18062. To hear an update on the Information Point**

Updated members. See notes. Advised problems with Logo. Cllr Stock has a contact who may be able to resolve the problem.

**18063. To consider any allotment issues**

Updated re: inspections, filling empty plots. Report discussed at last meeting will be coming to June meeting.

**18064. To present any items for the next agenda**

- Information point
- P&R request
- Assets

The meeting closed at 9:05pm

Chairperson .....

Date .....