

Brixham Town Council

Minutes of the Meeting of the F&GP Committee held in The Function Room, Brixham Town Hall on 3rd April 2019 at 7.00pm

Present: Cllrs P Addison, M Day, D Giles, M Morey, J Regan and J Stock
Also present: Tracy Hallett, Town Clerk

19023. Apologies for absence through the clerk.

Cllr I Carr.

19024. Declarations of Interest.

None.

The Declarations of Interest register was available to sign.

19025. Minutes of the meeting held on 06.03.19

The minutes and the confidential notes of the meeting held on 06.03.19 were **resolved** as a true copy with the following corrections:

19014 reword to: The income transaction approval list was noted.

19016 remove 'rather' from fourth line.

19026. Grants and Projects Applications

It was **resolved** to grant £500 to the Middle Street Traders. Members agreed that the Community Services should consider that this should come from the High Street Community Led Clean-up funding.

It was **resolved** to suspend Standing Orders.

Members discussed the application with a representative from the Middle Street Traders.

It was **resolved** to reinstate Standing Orders.

19027. 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.

The Clerk advised that she checked the £6,600 invoice with the TDA and confirmed that the invoice related to the quarter ending 31st March. She further advised that an additional invoice had been received for £5,500 which is not correct. This is in relation to the increased charge from December to March, but Brixham Town Council had been over charged. A credit note for part of the sum has been requested and the invoice will come back to the next meeting once this has been resolved.

Members were advised that Roger Richards Solicitors have advised that they are unable to accept payment from Shoalstone Pool CIC because they are not the client. Cllr Stock advised she thought Shoalstone Pool CIC had paid a previous invoice to Roger Richards Solicitors and would investigate and let the Clerk

know. If Brixham Town Council pay the invoice, Shoalstone Pool CIC will need to be invoiced instead of it coming from the budget category.

Additional Item for consideration

Members agreed to consider an additional item for payment. The Clerk advised that the van Insurance is due with Cornish Mutual. The premium is £659.23 which is less than last year. Members **resolved** to pay the insurance.

19028. To note the Income Transaction Approval List.

The income transaction approval list was noted.

Members were advised that one of the debtors has now gone into voluntary insolvency. A meeting had been arranged for another debtor to ascertain what equipment they had left behind. The debtor was happy to discuss the Town Council purchasing the equipment which will be offset against their debt. The Clerk advised that she will work out a suitable offer. Members were happy with this suggestion.

19029. To discuss and note the bank statement and financial budget comparison.

The statements and financial budget comparison report were discussed and noted. Members were provided with balances on the 32-day notice account, Business Instant Access account, CCLA Deposit Fund, Nationwide and Cambridge and Counties accounts.

Members noted that the income for the Theatre and Function Room showed as minus. This is because the Theatre have not been charged rent. Expenditure for Information Technology was over budget due to the requirement to purchase an additional laptop for the Buildings and Facilities Officer. The Clerk also advised that he will require a mobile and she was currently in discussions with the mobile provider. In addition to this, work is required by the Council's IT contractor for the network points and setup of the additional laptop.

Members noted that there was an underspend in grants, community bus and the Foodbank had not claimed their grant for year ending 2018/19.

19030. To note the bank reconciliations.

Cllr Day advised that he checked the reconciliations up to and including 28th February and signed them off.

19031. Audit

Audit Report

Members requested clarity for the overclaim based on the statement from the Internal Auditor.

The Clerk advised that she is working on the others points brought up by the Internal Auditor in his report.

End of Year Schedule

The Clerk advised that the next interim check will be on 14th May, the Annual Return will go to Council in June and this has to be submitted to the external auditor by 1st July. Members were reminded that this is a busy time of year for the Clerk.

19032. To hear an update on the Information Point

The Clerk advised that there is going to be a small charge from the Library. The Clerk had not had an opportunity to meet to discuss the charges but hoped that a meeting could be arranged shortly. Members agreed that following the meeting a report should go straight to Full Council to avoid delays.

Members were advised that the Museum had disposed of the Council's office desk and lockable storage and were asked if they wanted to charge the Museum. Members were disappointed but agreed not to charge the museum. However, in the interim period whilst short staff and before Council consider the recommendation, it was agreed that the kiosk should be moved into the Town Council office.

The Clerk advised that she will arrange for the IT Contractor to carry out some work to a network point whilst he is on site for another matter.

19033. To consider any allotment issues

Members were advised that the Buildings and Facilities Officer and Lengthsman had inspected Wall Park and that they would clear the sites at Wall Park, reusing materials where possible.

19034. Date of next meeting

It was noted that the next meeting will be held on 1st May 2019.

19035. To present any items for the next agenda

- Information point
- Allotments
- Assets

The meeting closed at 8.15pm

Chairperson Date