

Brixham Town Council

Minutes of the Meeting of the F&GP Committee held in The Function Room, Brixham Town Hall on 1st May 2019 at 7.00pm

Present: Cllrs P Addison, I Carr, D Giles, J Regan and J Stock
Also present: Tracy Hallett, Town Clerk

19036. Apologies for absence through the clerk.
Cllrs M Day and M Morey.

19037. Declarations of Interest.
None.
The Declarations of Interest register was available to sign.

19038. Minutes of the meeting held on 03.04.19
The minutes of the meeting held on 03.04.19 were **resolved** as a true copy.

19039. Grants and Projects Applications
Brixham Junior Sailing Club
It was resolved to grant £3,600 for the new sails. It was also agreed the Clerk should request a proof of the sails with the logo on to ensure it is large enough.

Brixham Town Band

It was resolved that the Town Council would not support the application to cover the cost of parking and room hire charges. It was agreed to grant £1,000 for the trailer and instrument refurbishment and the Clerk to invite the Town Bank to submit a proposal for the consideration of a grant to replace instruments.

19040. Contract Renewals

Insurance

Members were advised the Clerk had queried the following with Zurich Municipal Insurance:

- John Chancellor prints are valued in the region of £2,000 and this may increase the insurance premium
- Removal of Tobacco
- Rebuild value based on 1,288m²

Members raised the following queries

- Value of contents for furniture;
- Value of contents for computer equipment

It was **resolved** the Clerk should report to Full Council on 16th May.

Mobile phone contract

The Clerk advised that a new phone for the Buildings and Facilities Officer. The existing contract was for two phones at a cost of £45 per month and the Clerk has renegotiated a new contract for is for three phones at a cost of £42 per month.

19041. 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.

19042. To note the Income Transaction Approval List.

The income transaction approval list was noted.

19043. To discuss and note the bank statement and financial budget comparison.

- a) The Bank Statements were reviewed and members had an opportunity to ask questions.
- b) Members were provided with balances on the 32-day notice account, Business Instant Access account, CCLA Deposit Fund, Nationwide and Cambridge and Counties accounts.
- c) The Clerk advised that she was unable to provide a Financial Budget Comparison until the year end had been signed off.

19044. Policies

Internal Financial Procedures

The Clerk proposed changes which were agreed along with additional changes made by Members.

Financial Regulations

The Clerk proposed changes which were agreed along with additional changes made by Members.

Financial Risk Management

Members agreed to make changes.

19045. To hear an update on the Information Point

The Clerk advised that a meeting had been held with the General Manager of the libraries. They requested that the Town Council offer an annual contribution.

It was agreed that if sufficient income can be built up for the advertising costs then a percentage of this could be donated to the library. Apart from this, it was agreed that with partnership working there shouldn't be a fee. The Clerk to write to the General Manager offering the proposal.

19046. To consider any allotment issues

No report available.

19047. Date of next meeting

It was noted that the next meeting will be held on 12th June 2019.

19048. To present any items for the next agenda

- Information point
- Allotments
- Assets

The meeting closed at 8.55pm

Chairperson Date