



Brixham Town Council

Minutes of the Virtual Meeting of the Finance and General Purposes Committee held in the Function Room, Brixham Town Hall on 21st October 2020 at 2.00pm

Present	Cllrs Haddock, Hoggart, Laurie and Leech.
In attendance	Tracy Hallett, Town Clerk and Linda McGuirk, Deputy Town Clerk
Welcome	Cllr Hoggart opened the meeting.
Members of the Public	

20031	Apologies for absence through the Clerk Apologies were received from Cllrs Addison, Carr, Giles and Massey. The Chairperson and Vice Chairperson of the Committee were absent and it was agreed that Cllr Hoggart would Chair the meeting. Cllrs Laurie and Leech have agreed to be substitutes.
20032	Declarations of Interest Cllr Leech declared a non-pecuniary interest in agenda item 9 due to his commitments with Youth Genesis.
20033	Minutes The minutes of 04.03.20 were resolved and signed as a correct record.
20034	Meeting Schedule It was agreed to hold meetings monthly initially with the likelihood of fortnightly meetings as budget setting progressed.
20035	Accounts for Payment Members considered the approval list and resolved that the Clerk can make the payments.
20036	Financial Budget Comparison The report was noted. No queries were raised.
20037	2020/21 Reserves It was resolved to make the recommended changes as outlined in report 35-2020.
20038	Budget Members discussed the budget requirements and agreed the 2021/22 budget is going to require sensitive handling due to the effects of the current pandemic. Members reflected that income cannot be relied upon.

	<p>Careful consideration will be required regarding what financial support is given to local charities and organisations with the need to support the wider community in its recovery.</p> <p>The Clerk gave an update to members on the following budget categories:</p> <ul style="list-style-type: none"> • Information Technology: need to include a budget for replacement of IT equipment. • Council Meetings: Money has been saved on the sound provision and recording of Full Council meetings. Potentially savings could be made by bringing this service in house and looking at digital solutions. • Training budget: has been overspent and a request to vire funds is due to be considered by the Evaluation committee. • Newsletter: cost have increased this year. Currently negotiating with the printers to reduce the cost associated with printing and investigating alternative delivery options. • Stationery & postage: cost savings have been made due to the reduction of printing and posting documents. Looking at alternative options i.e. pdfsam and modgov. • Seasonal Display: an increase is likely to be proposed to cover infrastructure testing for the bunting infrastructure, an increased cost for installation and removal of bunting and to include provision of floral displays. <p>The Clerk advised the Pannier Market manager has requested continuation of the 25% rent reduction until the end of the year. The Clerk had agreed to extend the rent reduction and also the licence to occupy until the end of December 2020, the market will close during January and February and re-open in March 2021.</p> <p>Officers are currently looking at alternative options for the hire of the Scala Hall to generate income.</p> <p>15:15 Cllr Haddock left the meeting temporarily, the meeting was not quorate and was adjourned.</p> <p>15:34 Cllr Haddock re-joined and the meeting was re-started</p>
20039	<p>Date of Next Meeting It was noted that the next meeting is scheduled for one month, date tbc.</p>

The meeting closed at 15:50pm

Chairperson Date.....