



Brixham Town Council

Minutes of the Meeting of the Finance and General Purposes Committee held on 19th May 2021 at Brixham Town Hall at 6.00pm

Present	Cllrs Addison, Blackmore, Borthwick, Giles, Haddock, Hoggart and Regan.
In attendance	Tracy Hallett, Town Clerk
Welcome	Cllr Addison opened the meeting
Members of the Public	No members of the public

21048	Election of Committee Chairperson Cllr Giles was proposed and seconded. It was resolved to appoint Cllr Giles as Committee Chairperson.
21049	Election of Committee Vice Chairperson Cllr Addison was proposed. Cllr Blackmore was proposed and seconded. Cllr Addison advised that he was prepared to step back to Cllr Blackmore. It was resolved to appoint Cllr Blackmore as Committee Vice Chairperson.
21050	Apologies for absence through the Clerk Apologies had been received from Cllr Massey. Cllr Haddock was her substitute.
21051	Declarations of Interest Cllr Addison declared a pecuniary interest on an expenditure item.
21052	Minutes The minutes of the F&GP on 07.04.21 and the Town Hall on 30.04.21 were resolved and signed as a correct record: The minutes of the Evaluation meeting on 22.04.21 were resolved and signed as a correct record with the following amendment: 21020: (para 2) It was resolved that the Town Council should make a formal representation to Torbay Council to reconsider bed allocations in Brixham and find sufficient funding to bid at the Auction.
21053	Risk Assessment Members considered the risk assessment and the proposed amendments. It was resolved to reject Cllr Addison's proposed amendment and amend Cllr Haddock's proposed amendment to:

	<p>Cllr and Officers may wish to take a rapid lateral flow test the morning of the meeting and to inform the Council of their results.</p>
21054	<p>Accounts for Payment Members considered the accounts paid by BACS and agreed the accounts to be paid as set out in the Expenditure Transaction Approval Lists.</p> <p>It was resolved to approve the expenditure list.</p> <p><i>Cllr Addison left the chambers whilst the payment for his business was considered and agreed.</i></p>
21055	<p>Income Members noted the Income Transaction Approval List for the period ending 12th May 2021.</p>
21056	<p>Income and Expenditure Accounts Members noted the following:</p> <ol style="list-style-type: none"> a) Bank statement b) Investment and savings balances c) Account signatories It was agreed that Cllr Massey should be asked if she is prepared to continue as a signatory as well as adding the new Committee members to the signatories d) A list of Direct Debits and Standing Orders
21057	<p>Reconciliations It was resolved to appoint Cllr Blackmore to inspect the Bank Reconciliations.</p>
21058	<p>Cashless Councils Members noted the contents of the Report 35-2021 and resolved to accept that the recommendations in the report:</p> <ul style="list-style-type: none"> • the Town Council does not hold a petty cash float and any monies held in the petty cash should be banked • given that money can carry viruses and bacteria, the Town Council should encourage everyone in future to pay direct into the Council's bank account whilst being mindful of those that do not have online banking facilities <p>Concerns were raised to the implications of members of staff collecting cash on the Gardening Assistance Scheme and the Clerk was asked to look into a remote contactless payment system, details and implications of which should be considered at a future meeting.</p>

21059	<p>Grants</p> <p>a) To consider the recommendations from the Community Recovery Task and Finish Group for the following grants:</p> <p>i) <u>St Mary's Park Friends Group</u> It was resolved to offer 'in kind support' through the Lengthsmen. Anything that can't be done by the Lengthsmen, then the group should apply again for financial support.</p> <p>ii) <u>Brixham Chamber of Commerce</u> It was resolved to approve the Chamber of Commerce grant application under the Covid Recovery Fund. <i>Note: It should be noted that the grant will exclude the floral display in Fore Street because the Council have already agreed to carry this work out themselves.</i></p> <p>iii) <u>Youth Genesis</u> It was resolved to approve the grant to Youth Genesis from the Community Recovery Fund.</p> <p>b) To consider the recommendation from the Community Recovery Task and Finish Group that all grant applications are considered by them prior to F&GP meetings.</p> <p>Members considered the recommendation from the Community Recovery Task and Finish Group and it was recognised that there is a risk that the proposal was delaying a process, rather than speed things up. It was resolved to accept the recommendations of the Task and Finish Group and recommend to Full Council that the Terms of Reference are updated to reflect they will be reviewing grant applications which need to be reported to F&GP for the period the Coronavirus is necessary.</p>
21060	<p>Town Hall Regeneration Task and Finish Group</p> <p>At the last meeting have been reviewing the consultation and ensuring that the online version matches the paper version. They have also been in discussions with Newton Abbot Town Council and the recent project they have completed and learn from their experiences.</p>
21061	<p>Year Planner</p> <p>Members considered the indicative year planner and made the following changes:</p> <ul style="list-style-type: none"> • Budget Planning to start in June. • Remove information items on agendas and ensure that these are in the Councillor Newsletter to enable the Committee to maximise the time spent on business matters.
21062	<p>Date of Next Meeting</p> <p>It was resolved to accept the schedule and meetings. The next meeting is on 16th June at 6pm.</p>

21063	Items for future agenda Each Councillor is requested to use this opportunity to raise items for future agendas, giving details of why the Council should consider the item.	
Item	Reason	Proposed by
21064	Exclusion of Public and Press It was resolved to exclude members of the public and press due to the confidential nature about to be discussed.	

The meeting closed at 19:40pm

Chairperson Date.....