



# Brixham Town Council

## Minutes of the Meeting of the Finance and General Purposes Committee held on 16<sup>th</sup> February 2022 at Brixham Town Hall at 6.00pm

<b>Present</b>	Cllrs Addison, Haddock, Okurut and Swain
<b>In attendance</b>	Tracy Hallett, Town Clerk
<b>Welcome</b>	Cllr Haddock opened the meeting
<b>Members of the Public</b>	No members of the public were in attendance

<b>22015</b>	<b>Apologies for absence through the Clerk</b> Apologies received from Cllrs Blackmore, Massey and Regan.
<b>22016</b>	<b>Declarations of Interest</b> None.
<b>22017</b>	<b>Minutes</b> The minutes of the F&GP on 19.01.22 was <b>resolved</b> and signed as a correct record.
<b>22018</b>	<b>Accounts for Payment</b> Members considered the accounts paid by BACS and agreed the accounts to be paid as set out in the Expenditure Transaction Approval Lists.  It was <b>resolved</b> to approve the expenditure list.  The Clerk brought to the attention the value of the British Gas bill and advised that Officers are doing everything to reduce this for the next month.
<b>22019</b>	<b>Income</b> Members noted the Income Transaction Approval List for the period ending 10 <sup>th</sup> February 2022.
<b>22020</b>	<b>Bank Reconciliations</b> The Town Clerk advised that she is waiting for a convenient date from Cllr Blackmore for him to visit the office and check the reconciliations.
<b>22021</b>	<b>Reserves</b> Members considered the reserves report.  It was <b>resolved</b> to recommend to Full Council: 1. Retain any unspent Seasonal Display monies in the ear marked reserves as requested by the Community & Environment Committee.

	<ol style="list-style-type: none"> <li>2. Retain the balance of any unspent Community Recovery fund in Ear Marked Reserves, which includes the approved £3,000 for the Cycle Improvement Scheme. Rename to Community Recovery to Community Strategic Plan</li> <li>3. Retain elections because there is a need to either retain as ear marked reserves OR show in budget for an unexpected election costs</li> <li>4. Increase the Information Technology to £10,000 to allow for the investment of equipment.</li> <li>5. Retain the balance of the Neighbourhood Plan being the unspent grant monies</li> <li>6. Remove Red Telephone Box.</li> <li>7. Increase the Town Hall Contingency back to £60,000.</li> <li>8. Retain the Town Hall Regeneration fund at £100,000. It should be noted that if Council proceed with the regeneration project, sufficient funds should be allowed for match funding to show potential funders such as the Heritage Lottery Fund that the Town Council is committed to the project.</li> <li>9. Set the General Reserves to £136,533, being the equivalent of 4 months of the total expenditure.</li> </ol>
<p><b>22022</b></p>	<p><b>Bank Mandates</b></p> <p>Members were advised that there are currently four signatories on the accounts and there is a need to increase the number of signatories to ensure all F&amp;GP members. The only exception is Cllr Blackmore who checks the Bank Reconciliations. This will ensure Council is acting in accordance to the Councils internal financial procedures</p> <p>In addition, to ensure good businesses continuity, all signatories should have online access to the bank account and this was shown on the banking mandate.</p> <p>The Clerk asked existing signatories to sign the Lloyds Bank Variation Mandate, which will be submitted as soon as possible.</p> <p>The Clerk advised that Lloyds mandate form has to be completed online and to ensure she had all the information required, new signatories were asked to complete a form with all the necessary information. It was agreed that the new Deputy should have online access to facilitate a two step verification process for online transactions. However, in the event of only one member of staff being available, a Councillor would be contacted.</p> <p>The Town Clerk will also action the signatories on the following accounts once she has all the necessary information from members and will contact them once the forms are ready for signing.</p> <ul style="list-style-type: none"> <li>• Nationwide</li> <li>• CCLA</li> <li>• Counties and Cambridge</li> </ul>
<p><b>22023</b></p>	<p><b>Policies</b></p> <p>Members considered the Recruitment Policy and <b>resolved</b> to adopt the policy.</p>

	<p>Members also discussed whether or not the Statement of Particulars should include a three month notice period as standard for all staff instead of just senior staff. It was agreed that the Clerk should put this on the next committee agenda for discussion.</p>	
<b>22024</b>	<p><b>Personnel</b>  <u>Deputy Town Clerk</u>  Members were advised that following the recruitment process, a new Deputy has been appointed and will commence on Monday 28<sup>th</sup> February.</p> <p><u>Facilities Manager</u>  Members were advised that the Facilities Manager had given notice and was taking annual leave until his last day of employment.</p> <p>The Town Clerk advised that with the change in personnel she plans to change the working patterns to support the changing needs of the Council. A meeting has been arranged with Cllr Haddock, the Town Clerks Line Manager, to discuss the changing personnel needs and a report will be brought back to the next committee meeting.</p>	
<b>22025</b>	<p><b>Town Hall Fees and Charges</b>  It was <b>resolved</b> to:</p> <ol style="list-style-type: none"> <li>1. Retain the existing rates. However, the Council should continue in its best endeavours to attract hirers – both new and old – to increase the income levels.</li> <li>2. Increase the refundable cleaning deposit to £100</li> <li>3. Insert the following statement on the Council booking form:</li> </ol> <p>“Brixham Town Council supports Brixham Fairtrade and has declared a Climate Emergency. The Council urges avoidance of single use plastics and use of Fairtrade products where possible.”</p>	
<b>22026</b>	<p><b>Formalising Responses to Public Enquiries (Cllr Leech)</b>  It was agreed to defer the item to either the next F&amp;GP Committee or Full Council, whichever Cllr Leech is available to lead on the discussions.</p>	
<b>22027</b>	<p><b>Date of Next Meeting</b>  The next meeting is scheduled for 16<sup>th</sup> March at 6pm.</p>	
<b>22028</b>	<p><b>Items for future agenda</b>  Each Councillor is requested to use this opportunity to raise items for future agendas, giving details of why the Council should consider the item.</p>	
<b>Item</b>	<b>Reason</b>	<b>Proposed by</b>
Social Media	How to improve the Councils social media presence and introduce more relevant formats.	Cllr Okurut

<b>22029</b>	<b>Excluding Members of the Public and Press</b> It was <b>resolved</b> to exclude members of the public and press due to the nature of the business to be transacted.
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The meeting closed at 19:45

Chairperson ..... Date.....