



# Brixham Town Council

## Minutes of the Meeting of the Finance and General Purposes Committee held on 18<sup>th</sup> May 2022 at Brixham Town Hall at 6.00pm

<b>Present</b>	Cllrs Blackmore, Addison, Haddock, Regan, and Okurut.
<b>In attendance</b>	Ross Green (Deputy Town Clerk)
<b>Welcome</b>	Cllr Blackmore opened the meeting.
<b>Members of the Public</b>	No members of the public in attendance.

<b>22042</b>	<b>Election of Chairperson</b> Cllr Addison proposed Cllr Blackmore. This was seconded by Cllr Haddock. No other nominations were received.  It was <b>resolved</b> to appoint Cllr Blackmore as Chairperson. Cllr Blackmore accepted the role of Chairperson.
<b>22043</b>	<b>Election of Vice Chairperson</b> Cllr Regan proposed Cllr Haddock. This was seconded by Cllr Okurut. No other nominations were received.  It was <b>resolved</b> to appoint Cllr Haddock as Vice Chairperson. Cllr Haddock accepted the role of Vice Chairperson.
<b>22044</b>	<b>Apologies for absence through the Clerk</b> Apologies received from Cllr Massey.
<b>22045</b>	<b>Declarations of Interest</b> Cllr Addison declared a pecuniary interest on the expenditure transaction approval list. Transaction dated 29.04.22 to the Handyman.
<b>22046</b>	<b>Minutes</b> The minutes of the F&GP on 20.04.22 was <b>resolved</b> and signed as a correct record.
<b>22047</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.
<b>22048</b>	<b>Bank Reconciliations</b> Members noted the bank reconciliations for the periods July 2021 – March 2022.

22049	<p><b>Year Planner</b></p> <p>Members noted the Finance and General Purposes meeting schedule.</p>
22050	<p><b>Town Hall</b></p> <p>a) To hear an update on the Gas and Electric Contracts</p> <p>The Deputy Town Clerk advised that the F&amp;GP Committee resolved on 20<sup>th</sup> October 2021 to delegate the gas and electric renewal contracts to the Town Clerk. It was announced shortly after that meeting that CNG the gas utility supplier for the Town Hall, has been dissolved. On 09<sup>th</sup> December, the Town Hall gas account was switched over to British Gas Lite and on 30<sup>th</sup> April two more accounts (both electric and gas) were switched to British Gas Lite once the old contract ended. There is one gas contract due to end in November and this will be switched to British Gas Lite at that time. There, by the end of 2022, all gas and electric accounts will be with one supplier.</p> <p>Cllr Blackmore requested an indication of the percentage increase since we changed suppliers. This will support with forecasting against the set budget.</p> <p>b) To hear an update on the telephone and broadband contracts</p> <p>The Deputy Town Clerk advised that since the Town Council agreed to move all telephone and broadband facilities to Connexin, it was established that one broadband line with Kcom was still active and this was the account the Council was accessing broadband through. Connexin were advised that no further payment would be made for broadband access until this matter has been resolved. However, Brixham Town Council continued to pay Connexin for the hosted phone system.</p> <p>Within the last month, this has now been resolved with;</p> <ul style="list-style-type: none"> <li>• Kcom being given notice;</li> <li>• Connections being pursued for credit notes on invoices being held by the Town Council; and</li> <li>• The Council router being switched over to access the Connexin account.</li> </ul> <p>The total payments withheld from Connexin is £332.50 plus vat, which amounts to seven months at £47.50.</p> <p>As the Town Council is now utilising broadband provided by Connexion, future invoices will be put forward for payment. In addition, as this month should be the last month KCom is paid, the Town Council should see a saving in the region of £14.95 per month.</p> <p>c) To discuss and consider a quote to replace CCTV cameras</p> <p>The Deputy Town Clerk advised that the Council had recently been experiencing some faults with the CCTV cameras and the contractors</p>

	<p>were called out to investigate. Following the contractors visit, it has been advised that they will need replacing.</p> <p>There are a total of 16 cameras and a need to replace a minimum of 6. To supply and install 1 x Dahua 1080p 4-megapixel Camera the cost will be £165. However, if the Council ordered more than 5 cameras at one time, the price per camera is reduced to £148.50.</p> <p>One of the cameras is in the Council office and prior to COVID monitored visitors coming into the reception area. However, with the installation of the screens with frosted covering, the camera's view is obscured. It is considered that whilst the contractors are on site, the camera should be repositioned to the other side of the frosted screens, which is approximately a distance of 1.2m, to ensure that the camera view is not obscured.</p> <p>It was <b>resolved</b> to instruct a survey to be completed on the CCTV infrastructure across the Town Hall, to include a review of all cameras, placement of cameras, recording system and a complete quote on costs.</p>	
<b>22051</b>	<b>Personnel</b>	
	<p>The Deputy Town Clerk advised that the Town Council currently have two vacancies, for a Town Hall Caretaker and a Community Engagement Assistant. Both have recently been advertised. The Caretaker role received applications but those shortlisted for interview withdrew for various reasons before the interviews could take place. We have received no applications for the Community Engagement Assistant. The Town Clerk made the decision to appoint a temporary member of staff to fulfil the Caretaker role and support the Lengthsmen Service. This was to ensure continuity of the service and allow for essential tasks to be completed.</p>	
<b>22052</b>	<b>Date of Next Meeting</b>	
	<p>The next meeting is scheduled for 15<sup>th</sup> June at 6pm.</p>	
<b>22053</b>	<b>Items for future agenda</b>	
	<p>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>
CCTV quotes	Full review of CCTV system	Cllr Blackmore
Expenditure	Actuals against projected spend (specifically around grants)	Cllr Blackmore
Security Review (Full Council)	Review security of the building of the Town Hall (Alarms, locks, etc)	Cllr Addison
<b>22054</b>	<b>Exclusion of Public and Press</b>	
	<p>It was <b>resolved</b> to exclude members of the public and press due to the confidential nature about to be discussed.</p>	

<b>22055</b>	<b>Confidential Notes</b>  The confidential notes on 20.04.22 was <b>resolved</b> and signed as a true record.
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The meeting closed at 19:05

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