



Brixham Town Council

Minutes of the Meeting of the Finance and General Purposes Committee held on 15th June 2022 at Brixham Town Hall at 6.00pm

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

22056	Apologies for absence through the Clerk Apologies received from Cllr Okurut.
22057	Declarations of Interest None.
22058	Minutes The minutes of the F&GP on 18.05.22 was resolved and signed as a correct record.
22059	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. It was resolved to approve the expenditure list.
22060	Financial Budget Comparison The Financial Budget Comparison for the period ending 8 th June was noted. Councillors raised a query on the level of grants spent to date and it was noted that there was an error with one transaction being allocated under the wrong budget heading. This was amended during the meeting.
22061	Bank Signatories The Clerk advised that Nationwide and CCLA had rejected the original applications and a further form needed to be completed. The other banks had not confirmed they had completed the changes to the signatory mandates.
22062	Town Hall <u>Electric and Gas Comparisons</u> Concerns were raised at the increase in energy costs. The budget allowed for a 20% increase and currently the increase is more. It was

	<p>agreed that this should be monitored to ensure that suitable budget planning is considered for the 2023/24 budget.</p> <p><u>CCTV upgrade</u> Concern was raised that the Clerk had only obtained one quote. The Clerk advised members that the Council is under contract and the quote had been obtained from the existing contractors.</p> <p>Members considered the quote and agreed that the Clerk should contact the contractors to ascertain that any CCTV installation at the Council Depot could link in with the CCTV at the Town Hall.</p> <p><u>Electrical Works</u> It was resolved to appoint contractors to:</p> <ul style="list-style-type: none"> • Install an extractor ventilation system in the male and female toilets • Replace the corroded lights in the basement • Alter the ground floor lighting to install PIR sensors • Install an additional electrical circuit in the Function Room <p><u>Application for TV Licence</u> It was resolved to purchase a TV Licence for the Town Hall. However, concerns were raised that individual tenants might not be able to use the TV Licence and Members asked the Clerk to carefully monitor the usage.</p>
<p>22063</p>	<p>Personnel</p> <p><u>Office Manager Job Description</u> Members considered the draft job description and it was resolved to adopt it.</p> <p><u>Vacancy updates</u> The Clerk advised that both vacancies had been readvertised in the July issue of the Brixham Signal. In the interim, the temporary Caretaker is continuing to work well alongside the cleaning contractors.</p> <p>She advised that the clean contractors were interested in the Caretaker role and a meeting had been arranged to discuss the role with them.</p> <p>The Clerk advised that they were seeking advice on the job description of the Community Engagement Assistant so that a wider audience is reached.</p>
<p>22064</p>	<p>Date of Next Meeting The next meeting is scheduled for 20th July at 6pm.</p>
<p>22065</p>	<p>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.</p>

Item	Reason	Proposed by
Security Review (Full Council)	Review security of the building of the Town Hall (Alarms, locks, etc)	Cllr Addison
	Multi-speaker system suitable for public events	Cllr Haddock
22066	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 19:05

Chairperson Date.....