**FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING**

**HELD ON 2ND SEPTEMBER 2024 AT 7.00PM**

**Present:**

Cllr A Allen Cllr D Fletcher

Cllr S Brooke Cllr G Kennedy

Cllr M Evans Cllr S Oldrieve

**In attendance:**

Mr M Wells – Town Clerk

Ms A Christie - Assistant Town Clerk

A member of the public

*The meeting was chaired by Cllr Fletcher.*

**FR&GP.24/48 Apologies for absence**

Cllr C Burton – Work commitment.

**FR&GP.24/49 Declarations of Interest**

None.

**\*\*Public Participation:**

None.

**FR&GP.24/50 Minutes**:

i) The minutes of the meeting held on 10th June 2024 *(\*copy previously circulated)* were confirmed as a correct record and were approved.

ii) The Town Clerk provided an update on actions undertaken since the previous meeting, including:

FR&GP.24/35 – Grass cutting was scheduled to be undertaken, shortly after the meeting.

FR&GP.24/39 – A Task and Finish group met and will be reporting back at this meeting proposed amendments to the CiL Groups Policy.

FR&GP.24/41 – The revised Direct Debit/Standing Order list is being represented at this meeting for consideration.

FR&GP.24/42 – The CiL report for 2023/24 has been publicised.

FR&GP.24/43 – The Financial Regulations have been revised and represented at this meeting for consideration.

FR&GP.24/44 – Counsel advice has recently been received and will be brought forward for further consideration at a future meeting.

FR&GP.24/45 – The revised Electronic Devices report is represented at this meeting.

**FR&GP.24/51 Standing Item – Climate and Ecology Emergencies:**

Membersnoted the Council Declaration to embed the climate and ecology emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

**FR&GP.24/52 Accounts & Financial Statement**:

i) Members received and approved payment and receipt transactions between

 1st June 2024 and 20th August 2024 *(\*copy previously circulated).*

ii) Members received and approved the bank reconciliation between

 1st June 2024 and 20th August 2024 *(\*copy previously circulated).*

iii) Members received and noted the balances and borrowing as below:

 General Account: £ 4,835.18 (as at 20.08.24)

Income/Precept A/C: £ 104,708.13 (as at 20.08.24)

Capital A/C: £ 45,370.13 (as at 20.08.24)

CIL A/C: £ 187,479.42 (as at 20.08.24)

National Lottery Grant: £ 35,591.32 (as at 20.08.24)

Redwood Bank (Rev) £ 85,000.00 (as at 20.08.24)

Charity Bank Invest (Rev) £ 85,000.00 (as at 20.08.24)

Cambridge & Counties (CiL) £ 85,000.00 (as at 20.08.24)

Nationwide Build Soc (CiL) £ 85,000.00 (as at 20.08.24)

B’hamshire Build Soc (Cap) £ 110,000.00 (as at 20.08.24)

Borrowing

Public Sector Works Loan £ 377,854.31 (as at 20.08.24)

**FR&GP.24/53 Annual Return for the Year Ending 31st March 2024:**

Members received and noted the outcome of the 2023/24 External Audit undertaken by PKF Littlejohn LLP (*\*copy previously circulated*).

**FR&GP.24/54 2024/25 Budget Monitoring – Quarter 1:**

Members received and noted the Town Council’s Quarter 1 budget monitoring statement. The Town Clerk responded to questions from members.

**FR&GP.24/55 2024/25 Budget Setting Process:**

Members considered the process for budget/precept setting for the ensuing year (*\*copy previously circulated*).

**Resolved:** Following discussion, members approved the budget setting process with the following amendments/actions:

i) Proposed action iii) replace the drop-in budget sessions with attendance at alternative events/venues to seek input into budget setting (1 councillor per event/ venue).

ii) Proposed action iv) to advertise and invite applications for 2025 grant awards.

**FR&GP.24/56 CiL Community Groups Policy (Deferred Item – FR&GP.24/39):**

Members receivedthe amended CiL Community Groups Policy (*\*copy previously circulated*), following review by the Task & Finish Group and considered making a recommendation to Full Council to adopt or to agree any other action as appropriate.

**Resolved:** Following discussion, members resolved to remove clause 2.6 and recommend to Full Council to re-adopt the revised policy.

**FR&GP.24/57 Direct Debits and Standing Orders (Deferred Item - FR&GP.24/41):**

Members considered approving a list of Direct Debit/Standing Order Payments (*\*copy previously circulated*) following the recent addition of contract values and contract expiry dates*.*

**Resolved:** To approve the list of Direct Debits/Standing Order Payments as circulated.

**FR&GP.24/58 Financial Regulations (Deferred Item – FR&GP.24/43):**

Members received the amended Financial Regulations (*\*copy previously circulated*) and considered making a recommendation to Full Council to adopt.

**Resolved:** Following discussion members agreed to make the following amendments to the Financial Regulations and recommend that Full Council adopt.

1. 4.4 – Separate ‘completed projects’ from ‘partially completed projects’.
2. 5.6 – replace ‘including vat’ with ‘excluding vat’
3. 5.8 – replace the current value with £5,000
4. 5.9 – replace current values with £1,000 and £5,000 respectively
5. 5.15 – replace value i) with £1,000, value ii) with under £5,000, value iii) with over £5,000 and value iv) with over £10,000.
6. 5.20 – replace current value with £1,000.

**FR&GP.24/59 Electronic Devices Policy:**

Members received a draft Policy from the Town Clerk and considered making a recommendation to Full Council to adopt (*\*copy previously circulated*).

**Resolved:** Following discussion, members agreed to defer consideration of the Policy and instructed the Town Clerk to investigate/make the following amendments and bring a revised Policy back to committee at a future meeting:

1. Amend clause 2.3 to seek refurbishment or to re-use devices where appropriate
2. Amend clause 2.4 with the inclusion of approximate cost liabilities
3. Clause 2.5 - Clarify the ongoing use of dropbox or alternative data backup/transfer services
4. Clause 2.5 – Clarify the term rooted/jailbroken and include definitions

**FR&GP.24/60 Bike Lockers – Station Road Car Park:**

Members received a report on behalf of the Centre Manager and considered the recommendations within.

**Resolved:** Following discussion, members agreed the recommendations. Fees to be included within the annual review process going forward.

**FR&GP.24/61 Utilities (Gas/Electricity):**

As there was no report available at the current time, members deferred this item for consideration at a future meeting.

**FR&GP.24/62 Grant Requests – Review (Teignbridge Citizens Advice - Heathfield):**

Members discussed a 6-month reviewof the grant award made in March 2024, considering the recent report around uptake and usage of the service.

**Resolved:** Following discussion, it was resolved that the grant awarded for the second six months of the year be withdrawn for the Heathfield service due to extremely low uptake of the service at that location and for the funds to reimburse the existing grants budget.

**FR&GP.24/62 Matters brought forward by Councillors/Clerk:** *(for information only*).

**Cllr Allen** referred to the investment into the decarbonisation project in Heathfield Industrial Estate.

**Cllr Kennedy** is continuing to gather data and record power generation and usage at the Riverside Community Centre.

**The Town Clerk** advised that an application was submitted prior to the 2nd September deadline to Teignbridge District Council for UK Shared Prosperity funding towards fingerpost signage in the town.

The meeting closed at 8:21pm.