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

**HELD ON 12TH JUNE 2023 AT 7.00PM**

**Present:**

Cllr A Allen Cllr C Burton

Cllr S Brooke Cllr M Evans

**In attendance:**

Mr M Wells – Town Clerk

Ms A Christie - Assistant Town Clerk

A member of the Resident’s Association

A member of the Neighbourhood Watch Association

A member of the Bovey Tracey Youth Café Trust

*The meeting was opened by Cllr Brooke.*

**FR&GP.23/34 Election of Chairperson of the Finance, Resources & General Purposes Committee for 2023/24**

Cllr Brooke nominated Cllr Burton for Chairman of the Finance, Resources & General Purposes Committee for 2023/24. The nomination was seconded by Cllr Allen. Cllr Burton accepted the nomination.

**Resolved:**

Cllr Burton was duly elected to serve as Chairman of the Committee for 2023/24.

*The remainder of the meeting was chaired by Cllr Burton.*

**FR&GP.23/35 Election of Vice-Chairperson of the Finance, Resources & General Purposes**

**Committee for 2023/24**

Cllr Burton nominated Cllr Fletcher as Vice-Chairman of the Committee for 2023/24. The nomination was seconded by Cllr Allen.

**Resolved:**

As there were no other nominations, Cllr Fletcher was duly elected to serve as Vice-Chairman of the Committee for 2023/24.

**FR&GP.23/36 Apologies for absence**

Cllr D Fletcher – Work commitment

Cllr G Kennedy – Personal commitment

Cllr S Oldrieve – Personal commitment

**FR&GP.23/37 Declarations of Interest**

None.

**\*\*Public Participation:**

A representative of Bovey Tracey Youth Café spoke on behalf of the youth café and advised of the importance of the grant issued by the Council to achieve their objectives working with the young people in Bovey Tracey and increasing social participation. Further details were given about the grant application for operational costs for consideration of members and stated that services could potentially be extended to Heathfield if staff can be recruited successfully, and additional funding could be secured.

A member of the Residents Association referred to the recent Craft Festival that took place on the weekend of the 9th – 11th June 2023 as a widely attended successful event. Cllr Brooke suggested that the event could be recognised by the council formally.

**FR&GP.23/38 Minutes**:

i) The minutes of the meeting held on 15th May 2023 *(\*copy previously circulated)* were confirmed as a correct record and were approved.

ii) The Town Clerk provided the following updates from the previous meeting:

* FR&GP.23/21 - Website redevelopment is currently under construction and nearing completion.
* FR&GP.23/24 – Cllr Mills & Cllr Kennedy have identified another electric vehicle (Maxus Pick-up) and a trial has been arranged to compare functionality with the previously trialled Utility Vehicles. The trial will take place on 28th & 29th June.

**FR&GP.23/39 Standing Item – Climate Emergency:**

Membersnoted the Council Declaration to embed the climate 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.23/40 Accounts & Financial Statement**:

Members received and approved:

i) Payment and receipt transactions between 1st April 2023 and 31st May 2023.

ii) Bank reconciliation between 1st April 2023 and 31st May 2023.

iii) members noted the balances and borrowing as below:

General Account: £ 58,984.61 (as at 31.05.23)

Income/Precept A/C: £ 239,871.05 (as at 31.05.23)

Capital A/C: £ 50,803.97 (as at 31.05.23)

CIL A/C: £ 113,496.22 (as at 31.05.23)

National Lottery Grant: £ 35,500.43 (as at 31.05.23)

Charity Bank Invest (Rev) £ 85,746.41 (as at 31.05.23)

Cambridge & Counties (CiL) £ 85,000.00 (as at 31.05.23)

Nationwide Build Soc (CiL) £ 85,000.00 (as at 31.05.23)

B’hamshire Build Soc (Cap) £ 110,000.00 (as at 31.05.23)

Borrowing

Public Sector Works Loan £ - 427,586.16 (as at 31. 03.23)

**FR&GP.23/41 Grant Application(s):**

Members received and considered the following grant applications:

i) Bovey Tracey Youth Action (*\*copy previously circulated*)

ii) Bovey Tracey Paradiso Arts Ltd (*\*copy previously circulated)*

**Resolved:** Members resolved the following:

i) To award a grant of £5,500 to Bovey Tracey Youth Action. It was noted that should BTYA be successful with their future recruitment of youth workers, that consideration is given to supporting the Heathfield Youth Service, recognising that further funding would need to be secured to consider the provision of this.

ii) To decline the awarding of any grant to Bovey Paradiso Arts Ltd, due to the significant amount required, a limited grants budget and the project outcomes that do not appear to directly relate to the Town Council’s Strategic objectives.

**FR&GP.23/42 Policies**

i) Members reviewed the Treasury and Investment Policy (*\*copy previously circulated*) and considered a recommendation to Full Council to re-adopt or any other action as appropriate.

ii) Members received a draft Community Infrastructure Levy (CiL) Groups Policy (*\*copy previously circulated*) and considered a recommendation to Full Council to adopt or any other action as appropriate.

**Resolved:**

i) To defer consideration of the Treasury and Investment Policy until CEBH representatives (Cllrs Fletcher and Mills) have had an opportunity to review to better recognise how the Council might consider ethical investments and balance this against mitigating risk.

ii) To defer consideration of the CiL Groups Policy until the Town Clerk has further information on how other authorities:

* Manage the assessment process (committee/sub-group level)?
* Evidence that groups demonstrate spend following any award?
* The process for determining applications (once or twice yearly or open all year)?
* Clarity on whether CiL can fund revenue or purely capital?
* Whether limits are imposed on the levels of funding groups can apply for?

**FR&GP.23/43 Town Council Financial Reserves**

Members received and considered a report from the Assistant Town Clerk (*\*copy previously circulated*) reviewing the position of the current level of reserves.

**Resolved:**

i) To open a 95-day notice account with the Co-operative Bank to mitigate risk and to deposit £85,000 (revenue).

ii) To review the current investments upon maturity

**FR&GP.23/44 Internal Audit Report – Year End 31st March 2023:**

Members considered the recommendation(s) and subsequent action(s) highlighted within the audit report (*\*copy previously circulated*).

**Resolved:** To instruct the Town Clerk toobtain quotation(s) from potential contractors to undertake initial surveys on behalf of the Council.

**FR&GP.23/45 Direct Debits and Standing Orders:**

Membersreceived and considered approving a list of Direct Debit/Standing Order payments (*\*copy previously circulated*).

**Resolved:** Members approvedthe direct debit/standing order payments as circulated without amendment.

**FR&GP.23/46 Community Infrastructure Levy (CiL) Annual Report 2022/23:**

i) Members received the content of the CiL Annual Financial Report 2022/23 to note (*\*copy previously circulated*).

ii) Members considered approving the publication of the report in accordance with regulation 62A of the Community Infrastructure Levy (CiL) Regulations 2010 (as amended).

**Resolved:** The content of the CiL Annual Financial Report 2022/23 was noted and approval granted to publicise the report in accordance with regulation 62A of the Community Infrastructure Levy (CiL) Regulations 2010 (as amended).

**FR&GP.23/47 Mill Marsh Park Play Area Redevelopment - Appointment of Project Manager**

Members considered approving the appointment of Company B to Project Manage the redevelopment of Mill Marsh Park Play Area.

**Resolved:** To approve the appointment of Company B to Project Manage at a fee of 1.5% of the overall project value.

**FR&GP.23/48 Public Toilets – Contract Cleaning**

Members received and considered approving an increase in cleaning costs from 1st May 2023 as follows or to agreealternative action as appropriate:

**2022/23 2023/24**

Station Road Public Toilets £648.00 pm plus vat £712.80 pm plus vat

Recreation Ground Public Toilets £249.34 pm plus vat £274.27 pm plus vat

**Resolved:** Following discussion, members approved the contract cleaning cost increase for 2023/24 with additional actions for the Town Clerk to i) obtain quotes for repainting the internal areas of the public toilets at Station Road, ii) to obtain costs and specification to undertake a deep clean(s) and iii) for the Centre Manager to carry out ad hoc inspections on cleanliness standards.

**FR&GP.23/49 Bank Mandate**

Members considered approving the following amendments to existing bank mandates:

Removals: Cllrs Bradshaw, Gribble, Mills

Additions: Cllrs Evans, Kennedy, Oldrieve

**Resolved:** To approve as above and to instruct the Assistant Town Clerk to action as appropriate.

**FR&GP.23/50 Matters brought forward by Councillors:** *(for information only*).

**Cllr Allen** requested an update around the Community Centre Go Kart project and details of the race venue and date. The Town Clerk confirmed that the Centre Manager is finalising details and still trying to source an appropriate venue.

**Cllr Allen** referred to the Greenman Festival this year and gave thanks to Cllr Kelly for organising it, albeit with less stalls than in previous years.

**The Town Clerk** advised members that to date no applications have been received for Heathfield Ward vacancies.

The meeting closed at 8:54pm.