

**Honiton Town Council**

**Finance Committee**

**Minutes of a Meeting of the Finance Committee held on 13<sup>th</sup> December 2017 at  
7.00pm at the Beehive, Dowell Street, Honiton**

**Members Present**

Cllr Henry Brown (Chairman)	Cllr Jill McNally
Cllr John Taylor	Cllr Caroline Kolek
Cllr John Zarczinski	Cllr Daniel Jefferson
Cllr Vera Howard	Cllr Mike Jones
Cllr Roy Coombs	

**In attendance**

1 Member of the Public  
Cllr. Sheila Edwards  
Cllr Terry Darrant  
Mark Tredwin (Town Clerk)  
Nick Randle (Outgoing Acting Town Clerk.)

**17/114 To receive apologies for absence**

All members of the Committee were present

**17/115 To receive declarations of interest in items on the agenda**

No Interests were declared

**17/116 To receive and resolve as a correct Record the minutes of the Finance meeting held on 13<sup>th</sup> November 2017.**

**Resolved** To adopt the minutes as a correct record of the meeting

The meeting went out of session to consider questions from Members of the public

No members of the public had questions to put

The meeting went back into session

**17/117 To consider matters to be debated in closed session**

**It was resolved** to consider item 11 – Correspondence with Bailey Partnership in **part B**. Reason Commercially sensitive information will be discussed.

**17/118 To review the year to date Financial Performance versus Budget .**

The Acting Town Clerk gave a resume of the current Financial Performance versus budget. Although the salaries outturn will be higher than budget this would be offset by underspends elsewhere and with careful management the Council should end the year without having to further deplete the reserves.

Following discussion **it was resolved** to receive and note the report

**17/119 To agree the proposed 2018/2019 Budget and precept level to be put forward for consideration at the Town Council meeting on 2<sup>nd</sup> January 2018.**

Members reviewed the draft budget and following discussion agreed the following amendments ;

**2017/2018 Projection**

- a) To increase the grants received from £9000 to £10,200 to reflect the allotments grant received

**2018/2019 Proposed Budget**

- b) To reduce Bus Shelter Maintenance from 2040 to £1000  
 c) To reduce Footpaths /Lane/ Trees from £5,012 to £2,500  
 d) To reduce the Christmas Lights budget from £6000 to £3000  
 e) To reduce the Allotments budget from £20,000 to £15000  
 f) To reduce the Neighbourhood plan budget from £17,000 to £10,000  
 g) To Increase Charter Day spending from £510 to £1010  
 h) To reduce the contingency budget from £10,000 to £5000  
 i) To increase the Youth Support Budget from £510 to £15510 to reflect the Youth Centre Bid  
 j) To reduce the budget for public notice boards from £2550 to £1550

These changes will result in a recommended precept level of £277,637 with an average band d charge of £70.17 This represents an over all increase of 10.5%

**17/120 To consider and approve schedules of payment up to 6<sup>th</sup> December and 13<sup>th</sup> December.**

**It was resolved to approve the following payments**

Invoice date	Payee	Description	Amount inc. VAT	Cheque no / DD
27 November 2017	1064 Squadron ATC	Grant awarded towards residential trips	500.00	7077
27 November 2017	Open Arms East Devon	Grant awarded for ICT equipment	940.93	7078
20 November 2017	Mike Harding Lighting Solutions	Christmas lights installation	2,814.00	7079
24 November 2017	Imagin products	Cllr name badges	113.04	7080
27 November 2017	Devon Communities Together	Neighbourhood Plan Community Survey analysis & report	2,814.00	Online BACS
27 November 2017	BT	Phone / Broadband	287.05	DD
30 November 2017	A Dimond & Co	Stamps & copier paper (2 separate invoices paid together)	133.60	Online BACS
30 November 2017	Tony Benger Landscaping	Dowell street car park hedge trimming & bank clearance	987.60	Online BACS
06 December 2017	LGRC Associates Ltd	Interim Clerk Services, November	8,906.27	Online BACS
27 November 2017	Cllr M.Linsdell	Member's allowance reissued due to error on previous cheque	305.00	Online BACS

Invoice date	Payee	Description	Amount inc. VAT	Cheque no / DD
30 November 2017	Top to Bottom Cleaning	Office cleaning x 2 months (Sept. cheque 7048 lost in transit and not presented)	599.40	7082
30 November 2017	Viridor Waste Management Ltd	Market waste collection	110.80	7083
08 December 2017	East Devon District Council	Staff salaries and payroll costs	9,586.82	7084
08 December 2017	C. Bowles	Mileage & coffee expenses	5.25	7085

**The meeting moved into confidential session**

**17/121 To consider a letter to Bailey Partnership proposed by The Mayor Cllr. Zarczynski.**

The draft letter was discussed and subject to minor amendments. **It was resolved** to write to Bailey Partnership in the terms set down in the letter.

**17/122** The meeting closed at 21:07