

**Minutes of the Finance and Policy Committee Meeting of the Town Council
held via Zoom on Monday 22nd February 2021 at 7.00pm**

Present

St Michael's Ward

Cllr J Taylor
Cllr J Zarczynski
Cllr J McNally
Cllr L Dolby

St Paul's Ward

Cllr R Coombs
Cllr C Gilson
Cllr P Carrigan (Chairman)

In attendance

3no. members of the public and Town Clerk.

- 20/12/FP Apologies for absence**
There were no apologies or reasons for absence.
- 20/13/FP Declarations of Interests**
There were no declarations of interest.
- 20/14/FP Dispensations**
There were no grants of dispensation made by the Town Clerk in relation to the business of this meeting.
- 20/15/FP Public Question Time for items on the agenda**
There were no questions from the public.
- 20/16/FP Minutes of the Finance & Policy Committee meeting held on 28th September 2020**
A copy of the minutes had been circulated in advance.
Members unanimously RESOLVED to approve the minutes of Finance and Policy Committee meeting on the 28th September 2020.
Proposed by Cllr Zarczynski and seconded by Cllr Taylor.
- 20/17/FP Q3 2020/21 Financial Report**
Committee **NOTED** the Q3 2020/21 financial report in particular that £206k had been spent to date balanced against an annual income budget of £327K.

- 20/18/FP Challenge to 2019/20 AGAR**
Committee **NOTED** that a challenge has been raised by a member of public to the Council's 2019/20 accounts (noting that a challenge had also been made to the 2018/19 accounts, which incurred public charge by the External Auditor to resolve) which has been addressed to the External Auditor and appropriate actions were being taken to respond to questions.
- 20/19/FP S106 Developer Contribution**
Committee **NOTED** the EDDC schedule of S106 financial contributions; the Clerk will raise queries with EDDC in particular regarding £2m shown as funding to The Beehive.

PART A MATTERS FOR DECISION

- 20/20/FP 2021/22 Budget and Earmarked Reserves (EMR)**
Committee **NOTED** the budget 2021/22 and
Members unanimously RESOLVED that Full Council revise the schedule of EMR.
Proposed by Cllr Zarczynski and seconded by Cllr Taylor.
- 20/21/FP Risk Assessment**
Committee **CONSIDERED** the draft whole Council Risk Assessment and
Members agreed that amendments can be made to the Risk Index at any time and RESOLVED to recommend the Policy, Strategy and Risk Index to Full Council for Approval.
Proposed by Cllr Zarczynski and seconded by Cllr Taylor.
- 20/22/FP Procedures for Payments in line with Financial Regulations**
Committee **CONSIDERED** the effective internal financial management arrangements for payments in accordance with the Council's Financial Regulations and the Interim Internal Audit report 2020/21, including authorisation and reconciliation of accounts and
Members unanimously RESOLVED to confirm Councillor Zarczynski to electronically authorise payments with the Deputy Town Clerk and Councillor Taylor to sign/authorise the Schedule of Payments record and Councillor Carrigan to sign Reconciliations.
Proposed by Cllr Zarczynski and seconded by Cllr Taylor.

- 20/23/FP Recruitment Policy & Procedure**
Committee commented on the draft Recruitment Policy & Procedure and agreed amendments and
Members unanimously RESOLVED to recommend to Full Council for Approval.
Proposed by Cllr Zarczynski and seconded by Cllr Gilson.
- 20/24/FP Consider the Grants Policy and Procedure**
Committee reviewed and amended the Council's Award of Grants Policy/Procedure 2021/22 to include the need for physical presence in Honiton and match funding and
Members unanimously RESOLVED to recommend the Award of Grants Policy/Procedure 2021/22 to Full Council for Approval.
Proposed by Cllr Zarczynski and seconded by Cllr McNally.
- 20/25/FP To close the meeting**
The meeting was closed at 19:50.