

**HONITON TOWN COUNCIL  
Finance Committee**

Minutes of the meeting of the Finance Committee held 25<sup>th</sup> April 2016 7pm at the Hayward Room, The Beehive, Dowell Street, Honiton

**Members Present**

**St Michael's Ward**

Cllr Luke Harvey-Ingram  
Cllr David Perkins  
Cllr J Taylor  
Cllr Jackie Wadsworth

**St Paul's Ward**

Cllr Henry Brown (Chairman)  
Cllr Caroline Kolek  
Cllr Graham Smith

**In Attendance**

Cllr Sheila Edwards

Mrs Chetna Jones                      Town Clerk/RFO

**16/11 Apologies for Absence**

Apologies were received from for Cllr V Howard as she was unwell.

**16/12 Declarations of Interest**

Cllr J Wadsworth (P) – Vice-Chair of Honiton 55+ Club  
Cllr D Perkins (P) – Director of Beehive Companies

**16/13 Confidential Items**

The Town Clerk advised that there was one item that contained confidential contractual information and public should be excluded from discussions.

*The Chairman declared the meeting out of session*

**16/14 Public questions**

The Town Clerk advised that there were no public questions

*The Chairman declared the meeting back in session*

**16/15 To agree cheque lists and to recommend approval to the Town Council**

- a) [January 2016](#) for £10,598.83
- b) [February 2016](#) for £22,999.19
- c) [March 2016](#) for £13,974.27

The RFO had circulated a list of cheques for January, February and March 2016.

The RFO confirmed that the Market Manager's phone would be available this week and that "seats" were the benches around the town that the Town Council maintained.

Cllr G Smith proposed January, Cllr Wadsworth proposed February and Cllr Brown proposed March and this was agreed (1 against).

It was agreed to recommend the lists to the Town Council for approval.

**16/16 To discuss and recommend the reconciliation report for the final quarter**

The Clerk confirmed that having carried out the reconciliations it was apparent that a cheque had remained outstanding and it had been agreed with the supplier that the cheque (Cheque number 6681 to Core Office IT for £216) issued in November be cancelled and a further cheque has raised in lieu of that outstanding invoice.

#### General Account

January – Balance of £199,725.39 reconciled with unrepresented items as listed.  
 February – Balance of £192,266.94 reconciled with unrepresented items as listed.  
 March – Balance of £188,489.36 reconciled with unrepresented items as listed.

#### Savings Account

January – Balance of £3,909.30 reconciled.  
 February – Balance of £3,909.30 reconciled.  
 March – Balance of £3,909.62 reconciled.

Cllr Taylor proposed that all receipts received in the month should be shown on the reconciliation report. This proposal was not seconded and the motion was not carried.

The Committee reviewed the reports and it was agreed recommend that the Finance Committee had verified that the reconciliations for the last 3 months were verified and that this be ratified by the Town Council at the next meeting.

### **16/17 To discuss and recommend approval to the Town Council Income and Expenditure for the first nine months to 31 December 2014**

Cllr Perkins confirmed that he had been provided with the trial balance and produced a set of year end accounts that balanced.

Cllr Taylor suggested that the current quarter's figures should also be reported.

The Committee reviewed the year end accounts agreed to recommend the following transfers and earmarked reserves:

To remove Communities Facilities General at £1,800 and Youth Support at £1,000 and increase the Neighbourhood Plan by £4,489 and add P£ at £560

<b>General Reserves</b>	<b>£</b>
Transfer to Property Reserve	195,074
Transfer to Equipment Reserve	90,718
Transfer to legal Reserve	60,000
Transfer to Neighbourhood Plan	1,689
Transfer to P3 – Footpaths	560
<b>General Reserves Balance</b>	<b>38,059</b>

<b>Earmarked Reserves</b>	<b>£</b>
Community Facilities Roundball Wood	300
Community Facilities Allotments	8,320
Footpaths	1,000

Election Expenses	1,500
Staff Training	2,500
Software Updates	388
DCC Locality grant re TIC	2,000
CCD Flood Resilience grant	2,000
Parishes Together Funding	213
Neighbourhood Plan	6,489
P3	560
Property Reserve	195,074
Equipment Reserve	90,718
Legal Reserve	60,000
Earmarked Reserves Balance	371,062
<b>Total Reserves</b>	<b>409,121</b>

Cllr G Smith proposed that the Finance Committee recommend the income/Expenditure and Year End Accounts including reserves and comparatives and any other minor changes made prior to the Town Council meeting be brought to the Town Council's attention for approval.

**16/18 To note the updated Governance and Accountability for Smaller Authorities in England March 2016 and to confirm that the Town Council meets its requirements**

Cllr Harvey-Ingram proposed that the Finance Committee confirm that the Council will meet its requirement as specified in the Governance and Accountability for Smaller Authorities and this should be ratified by the Town Council. This was seconded by Cllr Wadsworth and unanimously agreed.

**16/19 To receive renewal details regarding the Town Council Insurance and give consideration to a contract for a specified fixed period and to agree recommendations to the Town Council**

Cllr Brown proposed that the Town Council agree to the 5 year long term agreement and additional expense cover at £27.38. This was seconded by Cllr Wadsworth and agreed unanimously.

**16/20 To receive renewal details regarding the Town Council's [internal Audit arrangement](#) and to agree recommendations to the Town Council**

Cllr Perkins proposed that the Committee recommended that the Town Council review its audit arrangements and that the current Internal Auditor be asked to tender alongside other suppliers. This was seconded by Cllr G Smith agreed unanimously.

**16/21 To consider the following motion by Cllr D Perkins – “To consider suspending all future discretionary costs until the outcome of the potential Judicial Review is known”**

Cllr Perkins confirmed that the Town Council needs to act responsibly and has sound financial management at all times.

Cllr Taylor confirmed he will not be speaking on this matter.

Cllr Perkins proposed that the grants be considered by the Finance Committee and agree to recommend 50% of the budgeted amount now and that the remainder will be issued if available. This was seconded by Cllr G Smith and agreed (1 abstention).

It was agreed that the Town Council should provide an explanation to all those that applied.

**16/22 To review all [grant application](#) received and to agree on grants to be awarded as recommendations to the Town Council**

Cllr Brown declared a personal interest as HTC's representative on Millennium Green Committee.

Cllr Taylor proposed that everyone be given 10% but this was not agreed.

Cllr Kolek proposed that the Finance Committee recommends that the following grants be awarded by the Town Council:

Scouts	£300
Trip	£800
Acorn	£600
Millennium Green	£500
Brownies	£300
Total awarded	£2,500

This was seconded by Cllr G Smith and was unanimously agreed.

**16/23 The Chairman to move the following:**

**“That under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B)”.**

This was unanimously agreed.

**16/24 To note information previously received regarding the Honiton Community Complex building contract and to confirm the current status**

**Reason for consideration in Part B:**

- A. Information relating to this item may prejudice the commercial interest of a particular person or company (including the council)**
- B. The report details confidential contractual information.**

Cllr Taylor was asked if he could confirm if he would use privileged information discussed in this item as part of his application for Judicial Review. Cllr Taylor confirmed that as he was unaware of what will be discussed he was not able to specify if he will use any of the information.

*Cllr Taylor left the meeting.*

The Town Clerk advised the Committee on the current status and various concerns were addressed.

Cllr Perkins proposed a motion for the Finance Committee to recommend to the Town Council as a way of resolving issues relating to the Final Account.

**16/25 Close of Meeting**

The Chairman closed the meeting at 9.14pm.