

**HONITON TOWN COUNCIL
Finance Committee**

Minutes of the meeting of the Finance Committee held on 24th April 2017 at 7.00pm
at the Beehive, Dowell Street, Honiton

Members Present

St Michael's Ward

Cllr David Perkins
Cllr John Taylor
Cllr Jackie Wadsworth
Cllr J Zarczynski

St Paul's Ward

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

In Attendance

Cllr Roy Coombs
Cllr Terry Darrant
Cllr J McNally
Member of the press Mr P Hodges (Pulmans)
Sarah Jenkins Deputy Town Clerk

17/79 Apologies for Absence

Apologies were received from Cllr Ashley Delasalle (P); Cllr Luke Harvey-Ingram (P)

17/80 Declarations of Interest

Cllr D Perkins – Director of Beehive Companies (P)
Cllr J Taylor – Lists of payments – Highgate Chambers – potential conflict of interest

The Chairman declared the meeting out of session

17/81 Public questions

No questions had been received.

The Chairman declared the meeting back in session

17/82 To agree the lists of payments for October, November, December 2016 and January, February, March 2017 and to recommend approval to the Town Council

The lists of payments had been circulated in advance.

The following items were discussed:

1. November 2016 - £300 – AJ Sands survey fee – it was agreed that further information would be provided regarding this payment
2. Beehive room hire – Cllr Perkins advised that the room hire rates had been set by the District Valuer for the first three years
3. November 2016 - £64 and January 2017 - £64 – J Alder street market cover

Cllr Kolek clarified that, following information received from two employees, she had sought advice from the Monitoring Officer regarding a potential discrepancy in payments relating to the street market. Acting on the Monitoring Officer's advice, Cllr Kolek had referred the matter to the Police.

Members discussed the role and remit of the temporary Responsible Financial Officer.

Cllr Perkins left the meeting at 7.29pm

Cllr Kolek was thanked for clarifying the issue of the street market payments.

Concern was expressed that the matter should not be discussed further until the investigation had been concluded.

Cllr Kolek left the meeting at 7.40pm

Signed Chair

8th May 2017

The Chairman adjourned the meeting for a short break

The meeting re-convened at 7.50pm

Cllr Smith proposed that the lists of payments for October, November, December 2016 and January, February, March 2017 be agreed and recommended for approval by the Town Council for approval. This was seconded by Cllr Wadsworth and **WAS AGREED** unanimously.

Recommendation:

That the lists of payments for October, November, December 2016 and January, February, March 2017 be approved by the Town Council.

17/83 To discuss the reconciliation report for the six months ended 31 March 2017 and to recommend approval to the Town Council

The reconciliation report had been circulated in advance. Cllr Wadsworth proposed that the report be agreed and recommended for approval by the Town Council. This was seconded by Cllr Smith and **WAS AGREED** unanimously.

Recommendation:

That the reconciliation report for the six months ended 31 March 2017 be approved by the Town Council.

17/84 To review Financial Regulations and specifically to address issues raised in the Internal Audit report

Cllr Coombs expressed concern that the Statement of Internal Control was not available on the website or for Councillors. It was agreed that this should be addressed.

Cllr Zarczynski proposed that Councillors review the Financial Regulations and bring comments back to the next Finance Committee meeting. This was seconded by Cllr Smith and **WAS AGREED** unanimously.

17/85 To note the grant applications received and to make a recommendation to the Town Council

The following declarations of interest were made:

Cllr Smith – father is Treasurer of the Hospiscare Group - personal

Cllr Brown – previous Trustee of Honiton Youth Club – Trustee of Millennium Green – personal

Cllr Howard – Town Council representative on the Twinning Association – personal

The Committee discussed the grant applications received and agreed to recommend the following amounts to the Town Council for approval:

Organisation	Amount requested	Purpose	Recommended amount of grant
Twinning Association	£ 300	Mezidon/Gronau visitors invited in June and August for Folk Festival	£ 300
Thelma Hulbert Gallery	£ 600	Community evening events as part of national Museum at Night scheme	£ 300
Hospiscare –	£ 750	Help with running costs in the continued	£ 750

Signed Chair

8th May 2017

Honiton and District Support Group		expansion of care for patients and carers – now open 4 days a week for patients and looking to expand to 5 days	<i>Cllr Smith did not vote</i>
Relate Honiton	£ 450	Bursary funding for residents of Honiton unable to pay the full cost for relationship counselling	£ 450
Millennium Green	£ 200	Servicing machinery, public liability insurance, cost of pollarding trees	£ 200
TOTAL REQUESTED	£2,300		Total recommended £2,000

It was further agreed to recommend that the sum of £3,000 be ring-fenced, this being the balance of the budgeted sum, for a second round of grant applications later in the year.

It was agreed to recommend the following budgeted amounts to the Town Council for approval:

Honiton United Charities	£ 75
Honiton Youth Group	£1,000
Honiton Together	£1,000
CAB	£2,000

17/86 Close of Meeting

The Chairman closed the meeting at 8.40pm.