

**HONITON TOWN COUNCIL  
Finance Committee**

Minutes of the meeting of the Finance Committee held 26<sup>th</sup> January 2015 at the Liz Tirard Room, The Beehive, Dowell Street, Honiton

**Members Present**

**St Michael's Ward**

Cllr Gary Elliot  
Cllr Peter Halse  
Cllr John Taylor  
Cllr Jackie Wadsworth

**St Paul's Ward**

Cllr Les Bayliss (Chairman)  
Cllr Henry Brown  
Cllr Vera Howard  
Cllr Caroline Kolek  
Cllr John Zarczynski

**In Attendance**

Cllr Nick Cornwell  
Cllr Roy Coombs  
Cllr Les Lunt

Jack Dixon	Press (Pullmans)
Member(s) of Public	One
Mrs Chetna Jones	Town Clerk/RFO

**15/01 Apologies for Absence**

No apologies were received from members of the committee. However apologies were received from non members Cllr Sharon Pavey and Cllr Vivienne Ash.

**15/02 Declarations of Interest**

None were received.

**15/03 To agree cheque lists and to recommend approval to the Town Council**

- a) October 2014 for £38,291.80
- b) November 2014 for £20,250.24
- c) December 2014 for £24,413.88

The RFO had circulated a list of cheques for October, November and December. The RFO clarified or confirmed various queries regarding the Vo – Valuation Office, Sound Associates – motorised screen for the auditorium, paid using donations from Friends of Beehive and HMRC payments on member's allowance.

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

**15/04 To discuss and recommend approval to the Town Council Income and Expenditure for the first nine months to 31 December 2014**

It was agreed to recommend the report to the Town Council.

**15/05 To agree to recommend that during the period of Purdah and in the event of the Town Council being inquorate, all basic payroll costs are to be paid by standing order and that regular monthly bills to be paid by Direct Debit**

The RFO explained that legally the Council were unable to make any financial decisions during the Purdah period and therefore likely to be constrained in making payments that it was duty bound to pay.

Signed Chair

9<sup>th</sup> February 2015

The committee agreed that the RFO should approach East Devon District Council for advice on how ad-hoc payments should be dealt with.

It was agreed to recommend that the standing orders for all basic payroll costs be set up as well direct debits for any regular monthly bills.

**IT WAS AGREED** that the meeting goes into Part B session to discuss matters of a confidential nature.

*The public and press left the room.*

**15/06 To discuss and recommend the reconciliation report for the second quarter as per the advice from the internal auditor**

General Account

October – Balance of £139,904.52 reconciled.  
November – Balance of £129,098.88 reconciled.  
December – Balance of £114,003.34 reconciled.

Savings Account

October – Balance of £3,906.92 reconciled.  
November – Balance of £3,906.99 reconciled.  
December – Balance of £3,907.15 reconciled.

The committee reviewed the reports and it was agreed that they were all correct and that the Committee recommends that they be ratified by the Town Council at the next meeting. It was agreed that item 8 be considered before item 7 of the Finance Agenda.

**15/07 To receive a report providing an update regarding the construction of The Beehive**

Discussions on final account were on-going and it was agreed that that when it was issued it would be scrutinised by the Finance Committee before any further payments were made.

**15/08 To discuss the Clerk's report on the financial implications to increasing staffing levels in line with the Employment Committee's proposals and to make appropriate financial recommendations to the Town Council at its meeting in February**

Cllr Taylor informed members that he was concerned that further funds would be needed to pay any incremental increases outstanding on staff members. Cllr Kolek confirmed that the employment committee were in the process of dealing with this and would provide an update and any recommendations to the Finance committee at a later stage.

It was agreed to recommend that both the Deputy Clerk and the Town Clerk's hours increase in line with the extra responsibility that the Town Council was taking and that the increase would be within the budget set for salaries.

**15/09 Close of Meeting**

The Chairman closed the meeting at 9.00pm.