

HONITON TOWN COUNCIL

Minutes of the Extraordinary Meeting of the Town Council held at the Town Council offices, The Beehive, Dowell Street, Honiton on Monday 26th June 2017 at 7.00pm**Present****St Michael's Ward**

Cllr Sheila Edwards
 Cllr Ken Hopkins
 Cllr Jill McNally
 Cllr John Taylor
 Cllr John Zarczynski (Chairman)

St Paul's Ward

Cllr Henry Brown
 Cllr Roy Coombs
 Cllr Terry Darrant
 Cllr Vera Howard
 Cllr Mike Jones
 Cllr Caroline Kolek
 Cllr Duncan Sheridan-Shaw

In attendance

2 members of the public
 Sarah Jenkins – Deputy Town Clerk

17/413 To receive apologies for absence

There were no apologies.

17/414 To receive declarations of interest and receipt of requests for new DPI dispensations on items on the agenda

None received.

17/415 The Council resolved the following:

That under Section 100(A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting for the following agenda items: Agenda item 7. (To confirm arrangements for temporary staff cover with regard to appointing an Acting Town Clerk and Responsible Financial Officer and an Acting Deputy Town Clerk). Exempt information relating to an employee and to a contract with another party is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part B).

PART A MATTERS FOR DECISION

17/416 To receive the report of the Internal Auditor for the financial year ended 31st March 2017

A copy of the Internal Auditor's report had been circulated in advance. Cllr Howard proposed that the report be received. This was seconded by Cllr Kolek and **WAS RESOLVED**.

17/417 To receive the Deputy Town Clerk's report on the accounting statements for the financial year ended 31st March 2017 and to agree the following recommendations:

1. **That further to the Internal Auditor's report:**
 - i. **The previously approved 'YES' response to Statement 2 of the Annual Governance Statement be re-considered and a 'NO' response be agreed with an explanation as to how the Town Council will address the weakness identified and**
 - ii. **The amended Annual Governance Statement be approved**

A report prepared by the Deputy Town Clerk had been circulated in advance.

Cllr Taylor proposed that Statement 2 of the Annual Governance Statement be amended to a 'NO' response and that the Town Council explained how it would address the *weaknesses* [note: plural] identified. This was seconded by Cllr Brown and **WAS RESOLVED** unanimously. It was agreed that the explanation should include the fact that the Town Clerk/RFO was on long term sick leave and that there had been no designated Deputy RFO but that the situation had now been resolved.

With regard to the amended Annual Governance Statement, Cllr Brown proposed that the meeting move to the vote. The Annual Governance Statement, as amended, was approved unanimously.

17/418 To approve the adjustments as set out in the Deputy Town Clerk's report and to approve the amended accounting statements for the year ended 31st March 2017

The proposed adjustments to the accounting statements as set out in the Deputy Town Clerk's report were discussed and the following points noted:

- Cllr Edwards advised that she could not approve the amended accounting statements as the opening balances were incorrect
- Cllr Coombs advised that he had previously raised queries regarding the Mayor's Charity funds
- Cllr Kolek explained how the Mayor's Charity Ball 2016 had been organised and the procedure for banking of funds and payment of invoices by the RFO

Cllr Hopkins proposed that the matter of the Mayor's Charity Ball 2016 be referred to the Finance Committee to consider. This was seconded by Cllr Darrant and was agreed. Cllr Zarczynski recommended that the Chairman and Deputy Chairman of the Finance Committee provide a full breakdown of receipts and payments for the Mayor's Charity Ball for the next meeting.

- Cllr Taylor expressed concern regarding certain items on the asset register

Cllr Zarczynski proposed that the Finance Committee considers which items should be included on the asset register. This was seconded by Cllr Darrant and was agreed (against: 2).

Cllr Brown proposed that the amended accounting statements for the year ended 31st March 2017 be approved. This was seconded by Cllr Hopkins and **WAS RESOLVED** (for: 8; against: 3; abstentions: 1).

The members of the public left the meeting at 7.36pm

PART B MATTERS FOR DECISION

17/419 To confirm arrangements for temporary staff cover with regard to appointing an Acting Town Clerk and Responsible Financial Officer and an Acting Deputy Town Clerk

Draft Terms of Agreement for the appointment of an Acting Town Clerk and Responsible Financial Officer and an Acting Deputy Town Clerk had been circulated in advance.

Cllr Kolek declared a personal interest as the proposed Acting Town Clerk was known to her and her husband personally.

Cllr Taylor proposed that Mr N Randle be appointed Acting Town Clerk and Responsible Financial Officer, that Mrs W Randle be appointed Acting Deputy Town Clerk and that the Terms of Agreement be approved. This was seconded by Cllr Sheridan-Shaw and **WAS RESOLVED** unanimously.

It was agreed that the Mayor and the Deputy Mayor sign the Terms of Agreement on behalf of the Town Council.

17/420 To close the meeting

The meeting was closed at 7.42pm.