

**Minutes of the Finance and Policy Committee Meeting of the Town Council
held via Zoom on Wednesday 13th October 2021 at 7.00pm**

Present

St Michael's Ward

Cllr T Howard
Cllr D Munge
Cllr H Hurford

St Paul's Ward

Cllr S Sexton
Cllr S Keene
Cllr R Coombs

In attendance

No members of the public.
Stephen Hill, Town Clerk

21/01/FP

Chairman

The Committee elected a Chairman for the Finance & Policy Committee.

Members RESOLVED unanimously to elect Cllr Howard as Chairman of the Finance & Policy Committee.

For:6, Against 0, Abstention, 0

Proposed by Cllr Sexton and seconded by Cllr Hurford

21/02/FP

Vice Chairman

The Committee elected a Vice Chairman for the Finance & Policy Committee.

Members RESOLVED unanimously to elect Cllr Sexton as Vice Chairman of the Finance & Policy Committee.

For:6, Against 0, Abstention, 0

Proposed by Cllr Keene and seconded by Cllr Hurford

21/03/FP

Apologies for absence

Apologies for absence were received from Cllr F Hanratty (St Paul's Ward).

21/04/FP

Declarations of Interests

Committee received the following Interests:

Cllr S Sexton - Personal interest (Item 14 Grants, 14 HCC and Outside Body: Health)

Cllr s Keene - Personal interest (Item 14 Grants)

21/05/FP

Dispensations

There were no requests for or grants of dispensations made by the Town Clerk in relation to the business of the meeting.

- 21/06/FP Public Question Time for items on the agenda**
There were no public questions.
- 21/07/FP Minutes of the Finance & Policy Committee held on 22 February 2021**
Committee RESOLVED unanimously to refer approval of the accuracy the minutes of the Finance & Policy Committee Meeting held on 22nd February 2021 as published and circulated with the Agenda to Full Council.
[http://www.honiton.gov.uk/ UserFiles/Files/ Minutes/122687-FP_Minutes_22.02.21 - Public copy.pdf](http://www.honiton.gov.uk/UserFiles/Files/Minutes/122687-FP_Minutes_22.02.21_-_Public_copy.pdf)
For:6, Against 0, Abstention, 0
Proposed by Cllr Keene and seconded by Cllr Munge
- 21/08/FP Terms of Reference (ToR)**
Committee considered and amended as necessary the [draft ToR](#) including paragraph 1 and to remove paragraph 9, for recommendation to Full Council.
Members RESOLVED to approve the ToR as amended and to Recommend to Full Council.
For:5, Against 0, Abstention, 1
Proposed by Cllr Sexton and seconded by Cllr Hurford
- 21/09/FP Frequency and day/ time of meetings**
Committee agreed the frequency of meetings and preferred day/time.
Members RESOLVED unanimously to meet on Monday at 5pm every 2 months and when necessary.
For:6, Against 0, Abstention, 0
Proposed by Cllr Coombs and seconded by Cllr Keene
- 21/10/FP Budget Setting Timetable**
The Town Clerk provided a costs and Precept comparison with other local Councils. Members considered how to involve Council Surgeries in the budget/Precept setting.
As delegated authority from Full Council, Committee RESOLVED unanimously to approve the Budget Setting Timetable for 2022/23.
For:6, Against 0, Abstention, 0
Proposed by Cllr Sexton and seconded by Cllr Hurford

- 21/11/FP **[Policy Review Prioritisation and Timetable](#)**
As delegated authority from Full Council, Committee:
a) commented on the prioritisation list of policies to be reviewed and timetable of Committees to lead, and considered revisions in line with the Terms of Reference of the Review Working Group: “to undertake a review of standing orders, the Council’s scheme of delegations, its communications policy and its current work programme”; and
b) **RESOLVED unanimously to approve the prioritisation list of policies to be reviewed and timetable of Committees to lead as amended.**
For:6, Against 0, Abstention, 0
Proposed by Cllr Hurford and seconded by Cllr Sexton
Amendments were:
i) Risk management policy to Strategy Committee;
ii) Complaints Policy to HR Committee;
iii) An update on the Emergency Plan is urgently needed (Cllr Keene to lead);
iv) Data protection is needed urgently
v) IT security to F&P committee in 2022;
vi) A combined social media and communications policy is needed for F&P Committee end November 2021
vii) Asset Register to be updated to include Insurance values.
- 21/12/FP **[Allocation of Budget Headings to Committee](#)**
Committee RESOLVED unanimously to approve the allocation of revenue budget headings to each Committee.
For:6, Against 0, Abstention, 0
Proposed by Cllr Hurford and seconded by Cllr Sexton
- 21/13/FP **[Application for Funding Honiton Community Complex](#)**
Committee **NOTED** the application for £11k funding from Honiton Community Complex.
- 21/14/FP **Members RESOLVED unanimously to extend the meeting to 9:30pm.**
Proposed by Cllr Sexton and seconded by Cllr Keene
- 21/15/FP **[Grants 2021/22](#)**
As delegated authority from Full Council, Committee reviewed the Grant Applications 2021/22 as described in the attached papers and RESOLVED unanimously to request further information from

Grant Applicants to include Constitution, other Grants, Audited Accounts and bank details by 12 November 2021 and report to F&P Committee end November 2021.

For:6, Against 0, Abstention, 0

Proposed by Cllr Sexton and seconded by Cllr Keene

21/15/FP

To close to meeting

The meeting was closed at 21:30.

DRAFT