

**Minutes of the Finance and Policy Committee Meeting of the Town Council on
Monday 17th November 2025 at 6.30pm**

Present

St Michael's Ward

Cllr Fowles
Cllr Fotheringham
Cllr Atherton
Cllr R Sexton

St Paul's Ward

Cllr Craddock
Cllr Taylor
Cllr Pearsall

In attendance

2 members of public (remotely)
Stephen Hill, Town Clerk

- 25/38/FP Apologies for absence**
Committee **RECEIVED** apologies from Cllr Wakefield.
- 25/39/FP Declarations of Interests**
Committee **RECEIVED** personal interests from Cllr R Sexton wrt items 25/43/FP, 25/44/FP, 25/48/FP and 25/49/FP.
- 25/40/FP Dispensations**
Committee **NOTED** no dispensations made by the Town Clerk in relation to the business of this meeting.
- 25/41/FP Public Question Time for items on the agenda**
None
- 25/42/FP Minutes of the Finance & Policy Committee Meeting held on 20 October 2025**
Committee RESOLVED to approve for accuracy the minutes of the Finance & Policy Committee Meeting held on 20 October 2025.
Proposed by Cllr Fowles and seconded by Cllr Craddock
For 6, Against 0, Abstentions 1
- 25/43/FP [Asset Register](#)**
Committee **REVIEWED** the [existing Asset Register](#) and **RESOLVED to approve a revised Asset Register:**
a. former Mayor's portrait c. £30k;
b. that funds for replacement assets at end of life must be budgeted;
c. Chilcotts can value chains

- d. list of c. £84k chattels at Beehive have previously been listed:
[Agenda item 19 Report FC 13 March 2023 Asset Register Report.pdf](#)
Proposed by Cllr Taylor seconded by Cllr Pearsall
For 7, Against 0, Abstentions 0

25/44/FP

Corporate Risk Register

Committee **REVIEWED** the existing Corporate Risk Register and **RESOLVED to approve a revised Corporate Risk Register, noting that:**

- a. a test of the Emergency Plan is necessary;
- b. previous report has highlight risk that Beehive roof is overloaded;
- c. review/revision of the Risk Management Policy is needed to ensure reference to H&S;
- d. that if overhead costs are recharged to services then services would incur additional costs, reducing profit/increasing costs;
- e. that Council adopted the GPC June 21;
- f. that rationalisation of SO and the Appraisal Policy is needed;
- g. that a new work programme will emerge from “away day” 10 Nov 25;
- h. security measures at Beehive to be reviewed;
- i. costs of Elections and Mayor’s robes are unbudgeted and noted that underspends may overall offset additional costs;
- j. that Reserves need to be updated/increased; and
- k. that this review was an interim (mid-year) assessment of the Corporate Risk Register.

Proposed by Cllr Craddock seconded by Cllr Atherton
For 7, Against 0, Abstentions 0

25/45/FP

Draft IT Policy

Committee **REVIEWED** the draft IT Policy.

- a. that is needed for the AGAR new Assertion 10;
- b. that is based on the model/template provided by NALC;
- c. that has been provided to Core IT and Vision ICT for contributions;
- d. Cllrs R Sexton and Fowles to provide their comments.

25/46/FP

Data Protection Privacy Notice

Committee **REVIEWED** the existing Data Protection Privacy Notice and **RESOLVED to approve a revised Asset Register, noting:**

- a. Cllr R Sexton will provide his list of typo errors;
- b. that a records management policy (document retention & disposal policy) is needed;

- c. reference in section 7 should refer to section 10, not as currently section 9;
- d. that the Notice will again be reviewed closer May 26.
- Proposed by Cllr Pearsall seconded by Cllr Fowles
For 7, Against 0, Abstentions 0

25/47/FP **Q2 25/26 Financial Report**

Committee **NOTED** the:

- (a) [2025/26 financial report](#); and
- (b) reconciliation of accounts to end September 2025 – [Current, Nationwide & Savings Account](#).

25/48/FP **Budgets 26/27**

Committee is asked to **RESOLVED** to make any Recommendations to Finance & Policy Committee (December 25) on the 2026/27 budgets for which the Committee is responsible, which could not be previously considered by Committee.

Appendix A – [Budget 25/26](#) Appendix B – [YTD Spend Q1](#)
Appendix C – [Budget Codes](#)

Committee RESOLVED to recommended partial budgets 26/27

Proposed by Cllr Pearsall seconded by Cllr Fotheringham

For 6, Against 1, Abstentions 0

Cllr Taylor requested that his Vote Against be Recorded.

Code	Title	Actual 25/26, £	Current Budget 25/26, £	Proposed Budget 26/27, £	Increase + or Decrease - , £	Comments
4170	Councillor Training	20	1000	2000	1000	
4175	Volunteer Training	0	1000	1000	-	
4350	Public Engagement	0	2500	2500	-	
4360	Sports Pitches	0	15000	0	-15000	
4405	Room Hire	2720	7000	9000	2000	
4460	HCC Lease Grant	28378	0	51250	51250	

25/49/FP **Committee Budgets 26/27**

Committee **NOTED** draft budget 26/27 proposals as considered to date by each Committee. Finance & Policy Committee will again consider the [draft budget 26/27](#) on 15th December 2025 and Recommend the budget

and Precept 26/27 to Full Council 12th January 2026. In particular, Committee noted:

- a. concern that a proposed 46% increase in Precept or £6.16 pm per Band D equivalent property, would be a “hard sell” and difficult to support;
- b. legal fees to support LGR may be excessive but derived from the Council’s long list of circa 20no. assets at £6k each and that EDDC is often late and needs to articulate its programme;
- c. LGR and specifically transfer of assets/services at least initially will impact on staffing and legal fees;
- d. that each Committee should asked to revisit budget proposals;
- e. budget amounts have been included for LGR legal fees, increasing Reserves, staffing (ie comms./community development/events officer), Beehive maintenance and rent; LGR HR fees; low carbon Beehive; and Charter Day;
- f. therefore, budgets from Committees are relatively minor;
- g. that the recruitment of additional staffing could be reconsidered, although recognising that roles importance when describing LGR;
- h. that the Government’s model for Devon LGR is needed;
- i. the need to maximise income generation;
- j. that only budgets that are likely to be spent should be included;

25/50/FP

To close the meeting.

The meeting was closed at 8:20pm.