

**Minutes of the Finance and Policy Committee Meeting of the Town Council on  
Monday 24<sup>th</sup> March 2025 at 6.30pm**

**Present**

**St Michael's Ward**

Cllr McCollum

Cllr L Wakefield

**St Paul's Ward**

Cllr S Sexton (Chair)

**In attendance**

Heloise Marlow, Deputy Town Clerk

**24/55/FP      Apologies for absence**  
Cllr Brown (personal)  
Cllr A Pearsall (personal)

**24/56/FP      Declarations of Interests**  
Cllr S Sexton (pecuniary interest) items 24/62/FP, 24/63/FP and 24/70/FP

**24/57/FP      Dispensations**  
The Deputy Town Clerk confirmed she had granted Cllr S Sexton a dispensation in relation to items 24/62/FP, 24/63/FP and 24/70/FP which allowed her to remain in the meeting whilst these agenda items were being discussed, contributing to the debate but would prevent her from voting.

**24/58/FP      Public Question Time for items on the agenda**  
None received.

**24/59/FP      Minutes of the Finance & Policy Committee held on 16 December 2024**  
**Committee RESOLVED unanimously to approve for accuracy the minutes of the Finance & Policy Committee Meeting held on 16 December 2024 as published and circulated with the agenda.**  
Proposed by Cllr McCollum and seconded by Cllr Wakefield

**24/60/FP      Finance & Policy Committee Terms of Reference**  
**Committee RESOLVED unanimously to:**

- **Remove paragraph 9 from existing TOR.**
- **Add the following paragraph to the Committee's Terms of Reference: "Should speed of Decision-making dictate, Decisions (within the remit of the Committee and within**

budget) can be made between Committee meetings by Delegation to the Town Clerk (in consultation with Committee Councillors)'.  
Proposed by Cllr S Sexton and seconded by Cllr Wakefield.

24/61/FP

**Grants 25/26**

**Committee RESOLVED unanimously to revise the Grants 24/25 Policy as follows:**

- **Paragraph 4.4 to be moved ahead of paragraph 4.3.**
- **Paragraph 2.2.1 – remove the word “normal” and amend the wording to “Applications can be submitted for any amount up to and including £5000.”**
- **Paragraph 2.1.3 – add the words “for the benefit of Honiton residents”.**
- **Paragraph 6.1.6 – to be changed to: “Applicants to provide an update on their spend of grant by end of February of the following year.**
- **Add Paragraph 6.1.7 End – The deadline for the receipt of the End of Project report and the spend (by the funded organisation) of the Council’s Grant funding must be within 12 months of the Council paying the Grant of September of the following year.**

**Committee RESOLVED unanimously to start the Grant application process 25/26**

**Proposed by Cllr Wakefield and seconded by Cllr S Sexton.**

24/62/FP

**Corporate Risk Assessment**

Cllr S Sexton declared a pecuniary interest in the risks associated with Honiton Community Complex.

**Committee RESOLVED unanimously to recommend the Corporate Risk Assessment (excluding risks relating to Honiton Community Complex) to Full Council May 2025**

**Proposed by Cllr Wakefield and seconded by Cllr McCollum**

Cllr S Sexton stepped aside as Chairman of the meeting and Cllr Wakefield as Deputy Chair took over

**Committee RESOLVED to recommend the remainder of the Corporate Risk Assessment to Full Council May 2025.**

**Proposed by Cllr McCollum and seconded by Cllr Wakefield**

**For 2; Against 0; Abstentions 1**

Cllr S Sexton resumed as Chair of the meeting.

**24/63/FP      Asset Register 2025**

Cllr McCollum advised that the Asset Register was not up to date and needed to be reviewed.

There was no proposer to recommend the draft Asset Register to Full Council May 2025.

**24/64/FP      Earmarked Reserves**

**Committee RESOLVED unanimously to recommend that any underspend of the Christmas Lights and Dowell Street corner budgets be added to the current Earmarked Reserves.**

**Proposed by Cllr McCollum and seconded by Cllr Wakefield.**

**24/65/FP      Q3 2024/25 Financial Report**

Committee **NOTED** the item.

**24/66/FP      Code of Conduct**

**Committee RESOLVED unanimously to recommend the Code of Conduct (based on the LGA model as amended by Full Council May 2024) to Annual Full Council May 2025.**

**Proposed by Cllr S Sexton and seconded by Cllr Wakefield.**

**24/67/FP      Financial Regulations**

**Committee RESOLVED unanimously to recommend Financial Regulations (based on the NALC model as amended by Full Council June 2024) to Annual Full Council May 2025 with the following change:**

**Paragraph 5.15**

**Individual purchases within an agreed budget for that type of expenditure may be authorised by:**

- **the Clerk, under delegated authority, for any items below £1000 excluding VAT.**

**Proposed by Cllr McCollum and seconded by Cllr Wakefield**

- 24/68/FP**      **Committee RESOLVED unanimously to recommend the following to Full Council (Annual FC May 2025) : Standing Orders (based on the NALC model as amended by Full Council June and September 2024, Investment Strategy, Publication Scheme (based on ICO model), Communications and Media Communications, Safeguarding and Equalities, FOI and Data Protection, Complaints policies, Scheme of Delegation and Statement of Internal Control.**  
**Proposed by Cllr McCollum and seconded by Cllr S Sexton**
- 24/69/FUL**    **AGAR 24/25 Timetable**  
Committee **NOTED** the timetable for the 2024/25 AGAR
- 24/70/FUL**    **Challenge to AGAR 23/24.**  
Committee **NOTED** the External Auditor's further correspondence re AGAR 23/24.
- 24/71/FP**      **To close the meeting.**  
The meeting was closed at 20.20pm.