

MINUTES OF THE MEETING OF THE **FINANCE & AUDIT COMMITTEE** HELD ON **WEDNESDAY 2nd NOVEMBER 2016** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

PRESENT: Councillors C N Parker (Chairman) Presiding
M Hocking Vice-Chairman)

Councillors

Mrs C Bunday	M Joyce
Mrs J Cleave	K L Purchase
D Corney-Walker	Ms L Roberts (Mayor)
R Hayes	M E Ryan
D Howe	Mrs L Sheffield
Mrs J A Jones (D. Mayor)	T Ward

Representatives of the press: Mr Sam Hall – Mid Devon Advertiser

In attendance: Mr Philip Rowe – Town Clerk
Mrs Sam Scott – Deputy Town Clerk
Mrs Alex Robinson – Committee Administrator

265. **APOLOGIES**

Apologies for absence were submitted on behalf of Councillors C Coyle-Moore and R Jenks.

266. **INTERESTS**

None declared.

267. **MINUTES**

The minutes of the meeting of the Finance & Audit Committee held on 29th June 2016 were received and signed as a correct record.

268. **PUBLIC PARTICIPATION**

None.

269. **SUB-COMMITTEES/WORKING PARTIES/FORUMS**

The minutes of the meeting of the **Strategic Planning Forum** held on 20th July 2016 as presented by the Chairman, Councillor C N Parker, were received and approved.

270. **INCOME AND EXPENDITURE**

A. **ACCOUNTS PAID SINCE LAST MEETING**

The Committee received the Income and Expenditure Statements for June, July, August and September 2016 (previously circulated). The Chairman reported that those questions that had been received prior to the Committee meeting, had been answered and he invited further questions from Members.

30th September 2016

Opening Balance	£ 92,635.41
Misc. Income	£ 3180.76
Second tranche of precept and CTSG	£ 350,051.50
End of fixed term	£ 60,467.26
Total Income	£ 506,334.93
LESS:	
Expenditure	£ 60,451.64
TOTAL EXPENDITURE	£ 60,451.64

BALANCE 30th September 2016
Business Call & Current Account: £ 445,883.29

Balances as at 30th September 2016

Current Account	100.00
Business Call Account	445,783.29
Petty Cash Account	200.00
Imprest Account	1,883.84

Total Cash in hand at bank £ 447,967.13

Total: £ 447,967.13

RESOLVED that the statements of income and expenditure for June, July, August and September 2016 as submitted to the Committee be hereby approved.

B. FINANCIAL BUDGET COMPARISON

The Deputy Clerk explained to Members that the reports (previously circulated) were in the new format as had been requested by Members. She explained the comparative layouts and differing formats contained with the following documents:

- Internal Audit summary together with Statements of Payments by Supplier and Cash Received for the months of June, July August and September 2016.
- Summary of Income & Expenditure by Budget Heading to 30th September 2016
- Budget Detail by Committee to end September 2016

- Detailed Income & Expenditure by Account for 1st April to 30th September 2016.
- Detailed Income & Expenditure by Budget Heading from 1st April to 30th September.

The collective set of documents enabled Members to cross refer transactions and were thereby provided a complete set of financial information for audit. That ensured an openness and transparency to all the available financial information, by which, the Council was bound.

The Committee received and noted the Financial Budget Comparison reports for the period 01/04/16 to 30/09/16 (previously circulated). Following discussion among Members they offered their sincere vote of thanks to the Deputy Town Clerk for the level of detail and comparative data on which the reports were based. Following detailed consideration by Members regarding future anticipated expenditure they emphasised their commitment to maintaining a 'stand-still' budget. Arising from the discussion it was

RESOLVED

- (a) that the budget and accounts reports as detailed by the Deputy Town Clerk be noted;
- (b) that the proposed budget for the Finance and Audit Committee be hereby approved and adopted as a budget of **£4,400** for 2017/18.

C. PROPOSED BUDGETS FOR 2017/18 REFERRED FROM OTHER COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

The Committee received and noted the proposed budgets for the following Committees, Sub-Committees and Working Groups:

- a) Community Engagement Group – Newton In Bloom budget of **£21,000**;
- b) Community Engagement Group – Museum budget of **£32,800** and
- c) Events Sub-Committee budget of **£16,000**
- d) Community and Heritage budget of **£18,000**
- e) Policy and Resources budget – **TBC at meeting of 9th November 2016.**

Following consideration, Members noted that all the budgets, hereby, approved by the Committee were 'stand-still' budgets in an effort to reserve costs during the Town Hub Project and Development. Arising from the discussion it was;

RESOLVED that i) the proposed budgets listed as a) to d) above be hereby approved and adopted and ii) the proposed budget of the Policy and Resources Committee be **RECOMMENDED** to the meeting of the **Strategic Planning Forum** of 16th November 2016.

D. MINUTES OF GRANTS SUB-COMMITTEE.

The minutes of the meeting of the **Grants Sub-Committee** held on 14th October 2016, were noted.

E. GRANT APPLICATIONS – OCTOBER 2016.

The Chairman invited Members to consider applications for Grants and Financial Assistance, a summary of which had been previously circulated. The differing financial contribution was clarified as a Grant being awarded for a specific project or task and Financial Assistance to support ongoing running costs. It was noted, that whilst the Council was pleased to be able to offer such assistance to local groups, that some had not made an application and concern was expressed that this may be an omission on their part.

The Committee received the following Applications for consideration:

<u>Grants</u>	
1. Newton Abbot & District Society of Arts	£600.00
2. Bradley Barton Primary School	£250.00
3. Devon Mega 2017	£250.00
<u>Financial Assistance</u>	
4. Newton Abbot Community Transport	£2050.00
5. HITS Foodbank	£250.00

Following consideration, it was

RESOLVED that

- (a) Applications for **Grants** listed as 1. and 2. be hereby approved and Application 3. be declined;
- (b) Applications for **Financial Assistance** listed as 4. and 5. be hereby accepted; and
- (c) the Deputy Town Clerk be delegated responsibility to write to the Newton Abbot branch of the C.A.B. and Teignbridge Homeless Action Today (T.H.A.T.) to invite applications.

271. SHOP FRONT IMPROVEMENT GRANT APPLICATIONS

The Chairman invited the Town Clerk to report on the Shop Improvement Grant Applications received and approved (previously circulated). He noted the variation in percentage of Grant awarded and advised that this was based upon the type of works or sum applied for. The scheme was introduced in 2015 to assist local businesses to incentivise improvements. He was pleased to be able to report that Teignbridge District Council proposed to continue match-funding for the year 2017/18 subject to their financial planning and the increase in the number of applications overall.

Following consideration, Members commended the success of the scheme as instigated by the Town Clerk and noted the Grant summary.

272. NEWTON'S PLACE – TOWN HUB

The Chairman invited the Town Clerk to provide a financial update on the Newton's Place Project. He reported that the first meeting of the Project Board was held last week and initial architectural drawings and a feasibility study had been explained to members of the Board. The feasibility study was necessary to support the application to the Heritage Lottery Fund (HLF) as part of their measurement of risk in the

potential allocation of funds. The study has shown that the project can achieve the Council's aspirations from within the confines of the new premises.

The Town Clerk reported an outline of expenditure on the project to date highlighting key elements:

- Structural surveys
- Assessment by historical surveyor
- Architectural fees
- Assessment into water ingress – due mainly to blocked rainwater goods
- Fees and disbursements – Deed of variation, Planning Fees
- Pest Control and Cleaning
- Insurance

Following questions from Members regarding the application process and possible timeframes they offered their appreciation to the Town Clerk and Officers for the tremendous amount of work that had been undertaken to date. Councillors suggested methods of how they would disseminate information on the building's progress and were keen to be able to invite members of the community to view inside the premises. Following a lengthy discussion, it was

RESOLVED that consideration of project costs would be undertaken as part of the forthcoming budgetary process.

273. **DATE OF NEXT MEETING**

The next meeting of the Finance & Audit Committee would be held on Wednesday 2nd November 2017.

Chairman