

MINUTES OF THE MEETING OF THE **FINANCE & AUDIT COMMITTEE** HELD ON **WEDNESDAY 8<sup>TH</sup> NOVEMBER 2017** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

**PRESENT:** Councillors C N Parker (Chairman) Presiding  
D Corney-Walker (Vice-Chairman)

Councillors Mrs C Bunday Mrs A Jones (Mayor)  
Mrs J Cleave M Joyce  
C Coyle-Moore K Purchase (Dep Mayor)  
R Hayes Ms L Roberts  
M Hocking M E Ryan  
D Howe Mrs L Sheffield  
R Jenks T Ward

Officers In Attendance: Philip Rowe – Town Clerk  
Alexandra Robinson – Committee Administrator

235. **APOLOGIES**

None received.

236. **INTERESTS**

Councillors Mrs L Sheffield and M Hocking both gave notice of their intention to declare personal interests in Minute 240 E (3 & 4) and (5) respectively.

237. **MINUTES**

The minutes of the meeting of the Finance & Audit Committee held on 28<sup>th</sup> June 2017 were received and signed as a correct record.

238. **PUBLIC PARTICIPATION**

None.

239. **SUB-COMMITTEES/WORKING PARTIES/FORUMS - STRATEGIC PLANNING FORUM – 19<sup>th</sup> JULY 2017**

Arising from the consideration of the report of the meeting (previously circulated) it was,

**RESOLVED** that the minutes of the Strategic Planning Forum – held on 19<sup>th</sup> July 2017 be hereby approved and adopted;

240. **INCOME AND EXPENDITURE**

**A. INCOME & EXPENDITURE STATEMENTS**

The Committee received the Income and Expenditure Statements for June, July, August and September 2017 (previously circulated). The Town Clerk advised Members that Officers had responded to questions in advance directly and the Chairman invited further questions from Members.

**30<sup>th</sup> June 2017**

<b>Opening Balance</b>	£350,426.69
Misc. Income	£ 18,898.32
<b>Total Income</b>	<b>£369,325.01</b>
<b>LESS:</b>	
Expenditure	£ 79,214.62
<b>TOTAL EXPENDITURE</b>	<b>£ 79,214.62</b>
<b>BALANCE at 30<sup>th</sup> June 2017</b>	
<b>Business Call &amp; Current Account:</b>	<b>£290,110.39</b>

Balances as at 30<sup>th</sup> June 2017

Current Account	100.00
Business Call Account	319,254.77
Petty Cash Account	200.00
<b>Total Cash in hand at bank</b>	<b>£319,554.77</b>
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<b>Total:</b>	<b>£319,554.77</b>

**31<sup>st</sup> July 2017**

<b>Opening Balance</b>	£ 290,110.39
Misc. Income	£ 3,246.95
<b>Total Income</b>	<b>£293,357.34</b>
<b>LESS:</b>	
Expenditure	£ 84,577.57
<b>TOTAL EXPENDITURE</b>	<b>£ 84,577.57</b>
<b>BALANCE at 31<sup>st</sup> July 2017</b>	
<b>Business Call &amp; Current Account:</b>	<b>£208,779.77</b>

Balances as at 31<sup>st</sup> July 2017

Current Account	100.00
Business Call Account	208,679.77
Petty Cash Account	200.00
<b>Total Cash in hand at bank</b>	<b>£ 208,979.77</b>
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<b>Total:</b>	<b>£208,979.77</b>

**31<sup>st</sup> August 2017**

<b>Opening Balance</b>	£208,779.77
Misc. Income	£ 330.02
<b>Total Income</b>	<b>£209,109.79</b>
<b>LESS:</b>	
Expenditure	£ 60,937.35
<b>TOTAL EXPENDITURE</b>	<b>£ 60,937.35</b>
<b>BALANCE at 31<sup>st</sup> August 2017</b>	
<b>Business Call &amp; Current Account:</b>	<b>£148,172.44</b>

Balances as at 31<sup>st</sup> August 2017

Current Account	100.00
Business Call Account	142,072.44
Petty Cash Account	200.00
<b>Total Cash in hand at bank</b>	<b>£148,372.44</b>
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<b>Total:</b>	<b>£148,372.44</b>

**30<sup>th</sup> September 2017**

<b>Opening Balance</b>	£148,172.44
Misc. Income	£ 2,419.53
Second Tranche of precept and CTSG	£368,896.50
<b>Total Income</b>	<b>£519,488.47</b>
<b>LESS:</b>	
Expenditure	£ 66,290.54
<b>TOTAL EXPENDITURE</b>	<b>£ 66,290.54</b>
<b>BALANCE at 30<sup>th</sup> September 2017</b>	
<b>Business Call &amp; Current Account:</b>	<b>£453,197.93</b>

Balances as at 30<sup>th</sup> September 2017

Current Account	122.50
Business Call Account	453,075.43
Petty Cash Account	200.00
<b>Total Cash in hand at bank</b>	<b>£453,397.93</b>
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<b>Total:</b>	<b>£453,397.93</b>

Accordingly, it was,

**RESOLVED** that the statements of income and expenditure for June, July, August and September 2017 as submitted to the Committee be hereby approved and signed by the Chairman of the Finance and Audit Committee.

## **B. FINANCIAL BUDGET COMPARISON**

The Committee received and approved the Financial Budget Comparison summary and report which detailed Income and Expenditure by Account for the period 1<sup>st</sup> April to 30<sup>th</sup> September 2017 (previously circulated). Following a discussion accordingly, it was;

**RESOLVED** that the budget and accounts reports as detailed by Account be hereby, approved.

## **C. PROPOSED BUDGET 2018/19**

The Chairman invited Members to consider the proposed budget for the Finance and Audit Committee for 2018/19. Following discussion, it was;

**RESOLVED** that the proposed budget for the Finance and Audit Committee be hereby approved and adopted as a budget of **£4,400** for 2018/19.

## **D. PROPOSED BUDGETS FOR 2018/19 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 **£18,000**;
- b) Community Engagement Group – Museum budget of **£32,800**;
- c) Events Sub-Committee budget of **£19,000**
- d) Community and Heritage budget of **£25,000**
- e) Policy and Resources budget – **TBC at meeting of 29<sup>th</sup> November 2017.**

Following consideration, Members noted and approved all the budgets listed a) to d) and that the budget for the Policy and Resources Committee listed as e) be further considered at the Strategic Planning Forum Meeting. Arising from the discussion it was;

**RESOLVED** that the proposed budgets listed as a) to d) above be hereby approved and adopted and e) be further considered at the meeting of the Strategic Planning Forum on 15<sup>th</sup> November.

## **E. GRANT APPLICATIONS – NOVEMBER 2017.**

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:

Grants

1. Newton Abbot & District Society of Arts	£600.00
2. THAT Foodbank	£250.00
3. Citizens Advice Teignbridge	£8090.00

Financial Assistance

4. Citizens Advice Teignbridge	£2500.00
5. Newton Abbot Community Transport	£2200.00
6. Pete's Dragons	£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. 5 and 6. be hereby accepted;
- (c) Application for Grant listed as 6, as a new Grant payee, that they be requested to provide feedback on the benefit of the financial assistance, towards the year end; and
- (d) the Deputy Town Clerk be delegated responsibility to write to the Newton Abbot branch of HITS to invite an application.

*Councillors Mrs L Sheffield and M Hocking having declared personal interests on 3 and 4 and 5 respectively abstained from the discussion and voting thereon.*

**241. INTERNAL AUDIT REPORT 2016/17**

The Chairman advised Members of the outcome of the Internal Audit Report 2016/17, previously circulated. He invited the Town Clerk to offer additional explanation. Having considered the report Members commended the Deputy Town Clerk for her efforts in preparing the data necessary for the Annual Return and noted the excellent report for the Council. Accordingly, it was:

**RESOLVED** that the Internal Audit Report 2016/17 be hereby received and adopted.

**242. ENGLISH PARISH PRECEPTS 2017/18**

**A. Largest Band D and Largest Precepts Comparison**

The Chairman invited the Town Clerk to report on the Comparison Chart, previously circulated, as produced by the Department of Communities and Local Government. Members noted the comparison chart of English Parish Precepts 2017/18.

**B. Council Tax Support Grant (CTS) 2018/19**

The Chairman invited the Town Clerk to provide Members with an update on the letter received from Teignbridge District Council (previously circulated) in regard to future payments of the Council Tax Support Grant, following the cessation of specific

government grant paid to District Authorities. Members received and noted the documentation from Teignbridge District Council, previously circulated, and the proposed reduction in Council Tax Support Grant for 2018/19 and considered the likely further reductions, in future years arising from a 10% reduction to the Town Council in 2018/19. Following a lengthy discussion, Members noted the need to be prudent in anticipating the level of Council Tax Support Grant to be received from the District Authority, in future years and would give further consideration to the matter at the Meeting of the Strategic Planning Forum.

**RECOMMENDED** that further consideration be given to the financial implications of a reduction or cessation of Council Tax Support Grant at the next Meeting of the Strategic Planning Forum to be held on 15<sup>th</sup> November 2017.

#### 243. **NEWTON'S PLACE PROJECT UPDATE**

The Chairman invited the Town Clerk to provide an update to Members on the Project. The Clerk introduced his report with a recorded news video produced by Devon Live from the community feedback event held on Saturday 4<sup>th</sup> November 2017. The news report showed, Barry Yearsly, from Leach Studio commentating on their efforts to produce initial design concepts for the proposed Museum and the event hoped to gain public comment and feedback that would be considered in the more detailed designs that would follow. The Town Clerk added that the event had received very positive comment and enthusiasm from the community and the suggestions that were made had been fed back to Leach Studio.

The Town Clerk reported that a great deal of work had been undertaken in recent weeks. Whilst not visibly apparent this included a meeting with the Conservation Officer on the Heritage aspects of the design and the continued work of the professional team in conducting a variety of additional surveys; ecological reports and the necessary workflow and planning of the building in readiness to make a Planning Application to the District Authority in early December.

In the meantime, Officers were working to complete the necessary full and draft reports; the Activity Plan; Progress Report and Implementation Plan; which would include the documents needed for the Heritage Lottery Fund (HLF) Mid-term Review Meeting on 22<sup>nd</sup> November 2017. This would mark the 'half-way' point of the Development Phase and highlight any additional work or changes necessary to meet the Round Two application to the HLF in March 2018. The Town Clerk reported that the project was on track and Members expressed their sincere thanks to Mrs Lisa Gould, Museum Assistant who has compiled a considerable amount for the reports in preparation for the Mid-term review meeting.

The Chairman noted the success of the Film Night held on 17<sup>th</sup> October 2017 and Members endorsed comments from the community who had requested an additional event since it was over-subscribed, due to its popularity. The Town Clerk explained that whilst the project team would wish for as many people as possible to experience the vintage film footage; that the event amounted to ten full-time-equivalent days to prepare and run and had significantly impacted on the timetable prior to the Mid-term Review. He added that the current timetable for the Development Phase did not have the additional capacity required to hold a second event prior to March 2018.

Members offered to hold smaller events for key groups in alternative venues within Newton Abbot and noted that it would be possible to reconsider an additional event,

next year. The Chairman noted that the popularity for the Film Night demonstrated the high level of interest and support for the project, from the wider community.

244. **LATE CORRESPONDENCE**

None

245. **DATE OF NEXT MEETING**

The next meeting of the Finance & Audit Committee would be held on Wednesday 17<sup>th</sup> January 2018.

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Chairman