

# BUCKFASTLEIGH TOWN COUNCIL

Minutes of the **Finance Committee** meeting held in the Council Chamber on **Wednesday 25<sup>th</sup> January 2017 at 7.30pm.**

**Present:** Councillors:- Neil Smith (Chair), Fanny Jackson, Mark Maish, Linus McCloskey, Andy Stokes and Judith Hart (Town Clerk/RFO)

## **Part I (Open to the Public)**

**17/71. Questions raised by the Public:** None

**17/72. Apologies:** Cllrs Pam Barrett and Greg Porter

**17/73. Declaration of Interests:** None

**17/74. To approve as a correct record and sign the Minutes of the Meeting held on 23.11.2016:**

Signed and approved by Councillor Andy Stokes

**17/75. To approve as a correct record and sign the Minutes of the Meeting held on 08.12.2016:**

Signed and approved by Councillor Andy Stokes

**17/76. Budget Expenditure Reports 01.11.16 - 30.11.16 and 01.12.16 – 31.12.16:**

Noted

**17/77. Bank Payments Report 01.11.16 - 30.11.16 and 01.12.16 – 31.12.16:**

Noted.

Cllr Mark Maish arrived at 7.50pm

**Action:** It was agreed that the RFO provides a part-month bank payments report for each Finance Committee in addition to the retrospective full month report.

**17/78. To discuss a revision of the Financial Regulations and delegation of powers following the approval of a new budget for 2017/18:**

Following discussion the following draft recommendations to full Council were made and will be highlighted for resolution in the original Financial Regulations document:-

- i) Monthly retrospective bank payments reports to be signed by the Chair of Finance at each Finance Committee.
- ii) Regular payments and payments up to £1,000 using online banking to be managed and authorised by the RFO.

- iii) New payments or payments above £1,000 will be authorised by the Chair of the Town Council and the Finance Chair including staff salaries.
- iv) Payments of £5,000 or above to be recommended by the Finance Committee to full Council for resolution and if appropriate, paid in instalments or by cheque with two signatories.

Members agreed that the cheque book should be retained as a safeguard.

**17/79. To discuss the management of the new budget for 2017/18:**

The precept has been raised to meet the costs of the 8 projects, new and existing, identified by the Council for delivery during 2017/18. Further discussion is needed to agree how these projects will be managed and how payments are made.

The following recommendations were made for resolution at the February Town Council meeting:-

- i) The Town Hall is an existing commitment and it is recommended that the Town Council grant is paid in two equal instalments to coincide with the receipt of the precept in April and September.
- ii) Payment to the outreach Citizens Advice Bureau service at Buckfastleigh Medical Centre will be paid upon receipt of invoice.
- iii) The Community Development Fund (CDF) has an approved process and is up and running.
- iv) Town Ranger – this will be a new part-time position who will be employed by the Council and managed by the Town Clerk to undertake a variety of small maintenance and highways work around the parish following appropriate training.
- v) Free Kids Activities – 2 recommendations have been proposed 1) to pay for a fund-raiser using part of the CDF to oversee the project or 2) to pay the fund-raiser £1,000 from the allocated budget and use the remaining £2,000 to fund the free activities.
- vi) Victoria Park and swimming pool – recommendation to pay the allocated budget in instalments, as and when required.
- vii) Devon Air Ambulance Helipad – the Council to work in partnership with Devon Air Ambulance and Buckfastleigh Football Club to deliver this project.
- viii) Solar panel installation to community buildings – to develop in partnership with the Devon Association of Renewable Energy who has been engaged by the Council.

**17/80: Items requiring Urgent Attention: None**

Meeting closed at 8.30pm.