

# BUCKFASTLEIGH TOWN COUNCIL

Minutes of the **Finance Committee** meeting held in the Council Chamber on **Wednesday 24th January 2018 at 7.30pm.**

**Present:** Councillors:- Andy Stokes (Chair), Pam Barrett, Linus McCloskey, Mark Maish and Judith Hart (Town Clerk/RFO)

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

**18/58. Questions raised by the Public:** None

**18/59. Apologies:** Cllrs Greg Porter and Neil Smith

**18/60. Declaration of Interests:** None

**18/61. To approve as a correct record and sign the Minutes of the Meeting held on 22.11.2017:** Signed and approved by Cllr Andy Stokes

**18/62. Budget Analysis Reports 01.11.17 - 30.11.17 and 01.12.17 – 31.12.17:** Noted and signed by the Chair

**18/63. Bank Payments Reports and Bank Statements 01.11.17 - 30.11.17 and 01.12.17 – 31.12.17:** Noted and signed by the Chair

### **18/64. Bungalow Youth Project application to the Community Development Fund update:**

The Bungalow Youth Project had submitted an application to the Community Development Fund for £5,000. It was agreed that the Victoria Park (VP) trustees would meet with representatives of the Bungalow Youth Project (BYP) to reach a satisfactory agreement between the VP as the landlord and the BYP as the leaseholder. A proposal to create a single body had been one option but the BYP submitted an outline proposal to the VP trustees which was not acceptable. The proposal stipulated that the current Chair resigns and that 50% of the Victoria Park annual budget is allocated to the running of the BYP. It is acknowledged that the BYP is not properly constituted, has no liability, no business plan, no reserves or regular funding. As an organisation it is not sustainable. The relationship between the BYP and the VP is very poor. If a transfer of undertakings took place, Victoria Park would inherit all the BYP's risks and liabilities.

**Decision:** It is difficult for the Town Council to award such a large grant to an unconstituted organisation and there are concerns about its viability and governance. As no agreement has been reached between the BYP and the VP trustees, no decision can be made regarding the application to the Community Development Fund.

### **18/65. Review of Financial Regulations 2018:**

The Clerk highlighted previously agreed amendments. Currently the Clerk/RFO has sole access to online banking. Members agreed that an additional member of staff should be authorised to make online payments in an emergency and when the RFO is not available. The Chair of Finance also needs to be able to view account activity.

**Action:** Clerk to contact the bank to amend the mandate to include the Administrative Assistant as an authorised signatory.

Section 6 of the Financial Regulations – ‘Instructions for the making of payments’ to be referred to the February Finance meeting for further discussion and amendment.

**18/66. Correspondence:**

Email 16.01.18 - Smooth Space who were awarded a £250.00 grant by the Town Council in March 2017, have requested that they change the purpose of their original application, ‘Buckfastleigh Homes,’ following an unsuccessful bid to the Arts Council. Although their revised proposal for a film making workshop with teenagers is substantially different to their original application, Members agreed in principal subject to a satisfactory response to the following questions:-

- Evidence of community need and support?
- Who will benefit?
- Will there be enough teenagers to attend the proposed workshop?

**Action:** Clerk to action accordingly.

**18/67. Items requiring Urgent Attention:**

An application to the Community Development Fund for £1,500 has been submitted by the Cinema Club to purchase new and used audio visual equipment to improve and enhance the existing equipment in the Town Hall, reduce the risk of technical problems and to make the venue more suitable for other users such as conferences and training courses. Match funding has also been applied for from Cllr Stuart Barker and the Rotary Club.

**Action:** Application supported by the Finance Committee and to be resolved at full Council.

Meeting closed at 8.45pm.