

# BUCKFASTLEIGH TOWN COUNCIL

Minutes of the **Finance Committee** meeting held in the Council Chamber on **Wednesday 5<sup>th</sup> March 2018 (rescheduled from 28<sup>th</sup> February 2018) at 7.30pm.**

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

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

**18/68. Questions raised by the Public:** None

**18/69. Apologies:** Cllr Greg Porter

**18/70. Declaration of Interests:**

Non-pecuniary interest declared by Cllr Mark Maish re Minute No. 18/74 (v) Grant Applications

**18/71. To approve as a correct record and sign the Minutes of the Meeting held on 24.01.2018:**

Signed and approved by Cllr Andy Stokes

**18/72. Budget Analysis Report 01.01.18 - 31.01.18:**

Noted and signed by the Chair

**18/73. Bank Payments Report and Bank Statement 01.01.18 - 31.01.18:**

Noted with one amendment and signed by the Chair.

**18/74. Grant Applications:**

i) **Sharing Buckfastleigh** – awarded £250. The Town Council would be pleased to help this group explore other funding opportunities and to encourage working with other organisations such as Buckfastleigh Caring. This group has been invited to attend the ‘Heart of Buckfastleigh’ event in June.

ii) **South Devon Wool Works** – awarded £250. The third Buckfastleigh Wool Gathering will be held in the Town Hall later this month. This is a very popular event, is relevant to the woollen history of the town and benefits the community as a whole.

iii) **Friendship Group** – awarded £250 with the same offer of help as 18/74 i)

iv) **Lamb Pie Day** – awarded £250

v) **Splendiferous Events** – Cllr Mark Maish summarised how these events, held in the Town Hall, are funded and supported, but it was noted that the application had been received after the closing date and no accounts or supporting documents had been supplied.

It was acknowledged that these events are popular and well attended but have been heavily subsidised by the Town Hall and Institute Charity. This cannot continue, and future events should ideally be made sustainable in the future either by applying for ongoing support from

the Town Council or through an increase in revenue, or a combination of these and/or other means.

Reference was made to the Town Hall Cinema Club which is run on behalf of the charity. It was clarified that the equipment belongs to the Town Hall and can be hired out to other users. The equipment belonging to Splendiferous events is not and will not be a Town Hall asset.

Cllr Neil Smith left the meeting at 8.25 pm expressing the view that he felt the treatment of Cllr Mark Maish was unreasonable.

The Clerk asked for a set of accounts to support the application and confirmed that Splendiferous Events has not been set up as a community interest company yet.

Members agreed that due to the involvement of a Town Councillor, applications for funding must be transparent and all Members are subject to the same scrutiny applied to applications from other groups and organisations.

**Decision:** £250 was agreed as an interim grant to support the next scheduled event, but future grant applications must meet the application criteria.

vi) **Request for a donation by a local resident** – It was agreed that this request does not meet the Town Council's grant application criteria or comply with local government finance regulations.

**Action:** Clerk to advise to this effect.

**Recommendation:** Members of the Finance Committee agreed the above grant awards in principal subject to the proposal to supplement the deficit in the grants budget from the Community Development Fund. To be resolved at March Town Council.

**18/75. Application for grant funding towards the grass cutting at Holy Trinity Church under Section 214 of the Local Government Act 1972 for 2018/19:**

The Town Council acknowledges the importance of maintaining the graveyard, but Members agreed that all applications for grant funding must follow the same process and meet the same criteria as other requests and questioned if there are not funds available from other sources for this.

**Decision:** Agreed to refer to the March Town Council meeting for further discussion.

Cllr Mark Maish left the meeting at 8.50 pm

**18/76. Review of Financial Regulations 2018 and additional party to the bank mandate for resolution at the Town Council Meeting scheduled for 14<sup>th</sup> March 2018:**

**Decision:** As there is no statutory requirement to review the Financial Regulations on an annual basis although the Council will continue to observe good practice, it was agreed to continue to use the 2017 version as the Clerk/RFO is still working on revised procedures for banking.

**Action:** Recommendation to full Council to appoint the Administrative Assistant as an additional party to the bank mandate.

**18/77. Review of Risk Assessment Management 2018 to recommend to the March Town Council Meeting for adoption by resolution:**

**Action:** Recommendation to full Council to accept the updated Risk Assessment Management policy.

**18/78. Review of the Statement of Internal Control 2018 to recommend to the March Town Council Meeting for adoption by resolution:**

**Action:** Recommendation to full Council to accept the updated Statement of Internal Control policy.

**18/79. Review of Assets Register 2018:**

**Action:** Recommendation to full Council to accept the updated Assets Register.

**18/80. Interim Internal Audit Report 2017/18:**

Some of the actions identified by the Internal Auditor have been addressed by the Clerk/RFO, but it was agreed that further discussion regarding the grants process and Town Hall VAT requires further discussion and clarification

**Actions:** Clerk to arrange a working party and seek further advice.

**18/81. Proposal to fund outreach bike bus trips:**

Proposal to fund 4 trips at a cost of £150 to £200 each as part of the Council's health and well-being strategy for 2018. £700 is requested from the Town Council to fund the pilot scheme, but other funding will be sought together with income generated from ticket sales.

**Decision:** Recommendation to March full Council to ring-fence £700 from the Community Development Fund as the first trip will not be held until April.

**18/82. Proposal to fund an external summer floral display for Buckfastleigh Town Hall:**

**Decision:** Agreed to defer until the April Finance Committee meeting and consult with John Goulden as the Buckfastleigh representative for Britain in Bloom. Clerk to provide estimated costs.

**18/83. Correspondence:**

Item dealt with under 18/74 vi)

**18/84. Items requiring Urgent Attention:** None

Meeting closed at 9.40 pm.