

MINUTES OF THE MEETING OF THE **FINANCE & AUDIT COMMITTEE** HELD ON
WEDNESDAY 4TH JULY 2018 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 M Joyce
Mrs J Cleave K Purchase (Mayor)
C Coyle-Moore M E Ryan
M Hocking Mrs L Sheffield
D Howe T Ward
R Jenks (Dep Mayor)

Officers in Attendance: Phil Rowe – Town Clerk
Sam Scott – Deputy Town Clerk
Alex Robinson – Committee Administrator

112. **APOLOGIES**

Apologies for absence were received on behalf of Councillors Mrs Ann Jones and Ms Liz Roberts and Mrs Sally Henley, Town Development Manager.

113. **INTERESTS**

None declared.

114. **MINUTES**

The minutes of the meeting of the Finance & Audit Committee held on 28th February 2018, the Special meeting of 2nd May and the Special meeting of 23rd May 2018 were received and signed as correct records.

115. **PUBLIC PARTICIPATION**

None.

116. **TERMS OF REFERENCE**

The Committee gave due consideration to the Terms of Reference for the Finance and Audit Committee. Accordingly, it was;

RESOLVED that the Terms of Reference for the Finance and Audit Committee be hereby, approved and adopted.

117. **INCOME AND EXPENDITURE**

A. INCOME & EXPENDITURE STATEMENTS

The Committee received the Income and Expenditure Statements for February, March, April and May 2018 (previously circulated). The Deputy Town Clerk advised that questions in advance from Members had been responded to directly and the

Chairman invited further questions from Members. Following a discussion among Members about the budget for Newton's Place Project, it was requested that the Deputy Town Clerk prepare a separate budget summary for the Newton's Place cost centre to enable Members to have a breakdown of expenditure for the project. Further to Minute 18/06(110) Members requested to have a summary of any financially related questions, raised in advance of meetings, to be prepared by the Deputy Town Clerk to be reported at the subsequent meeting.

28th February 2018

Opening Balance	£180,437.92
Misc. Income	£ 885.40
Total Income	£181,323.32
LESS:	
Expenditure	£117,099.59
TOTAL EXPENDITURE	£117,099.59

BALANCE at 28th February 2018	
Business Call & Current Account:	£ 64,223.73

Balances as at 28th February 2018

Current Account	100.00
Business Call Account	64,123.73
Petty Cash Account	200.00
Total Cash in hand at bank	£ 64,423.73

Total:	£ 64,423.73

31st March 2018

Opening Balance	£ 64,223.73
Misc. Income	£ 8,595.77
HLF Funding	£ 50,531.65
Total Income	£ 123,351.15
LESS:	
Expenditure	£ 90,244.22
TOTAL EXPENDITURE	£ 90,244.22

BALANCE at 31st March 2018
Business Call & Current Account: £ 33,106.93

Balances as at 31st March 2018

Current Account	2,917.00
Business Call Account	30,189.93
Petty Cash Account	200.00
Total Cash in hand at bank	£ 33,306.93

Total:	£ 33,306.93

30th April 2018

Opening Balance	£ 34,604.47
Misc. Income	£ 37,659.56
1 st tranche of precept and CTSG	£411,893.14
Total Income	£484,157.17
LESS:	
Expenditure	£ 47,407.21
TOTAL EXPENDITURE	£ 47,407.21

BALANCE at 30th April 2018
Business Call & Current Account: £436,749.96

Balances as at 30th April 2018

Current Account	12,033.75
Business Call Account	424,716.21
Petty Cash Account	200.00
Total Cash in hand at bank	£436,949.96

Total:	£436,949.96

31st May 2018

Opening Balance	£436,749.96
Misc. Income	£ 2,836.56

VAT refund	£ 50,687.81
HLF Claim	£ 54,089.00
Total Income	£544,363.33
LESS:	
Expenditure	£ 85,711.08
TOTAL EXPENDITURE	£ 85,711.08
BALANCE at 31st May 2018	
Business Call & Current Account:	£458,652.25

Balances as at 31st May 2018

Current Account	101.00
Business Call Account	458,651.25
Petty Cash Account	200.00
Total Cash in hand at bank	£ 458,852.25

Total:	£ 458,852.25

Accordingly, it was,

RESOLVED that a) the statements of income and expenditure for February, March, April and May 2018 as submitted to the Committee be hereby approved and signed by the Chairman of the Finance and Audit Committee; b) the Deputy Town Clerk prepare a separate budget summary for the Newton's Place project for circulation at future meetings and c) the Deputy Town Clerk provide a summary of financially related questions, raised in advance of meetings, to be reported at future meetings.

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 1st April 2017 to 31st March 2018 and for 1st April - 31st May 2018 (previously circulated). Following a discussion, accordingly, it was;

RESOLVED that the budget and accounts reports as detailed by Account be hereby, approved and signed by the Chairman of the Finance and Audit Committee.

C. SHOP IMPROVEMENT GRANT SCHEME 2018/19

The Chairman reported that the Shop Improvement Scheme Panel had met recently and considered applications from five local establishments. He reported that the grants had been awarded on the following basis:

1. The Job Shop, Queen Street	-	£2,000
2. Peters Optical, Courtenay Street	-	£2,000

3. The Pizza Café, Queen Street	-	£1,400
4. Pure Elegance, Union Street	-	£1,600
5. South Devon College, Courtenay Street	-	No award made.

The Committee noted that there was a further £3,000 remaining in the budget for any additional applications this year and further noted that the grants were subject to the applicant obtaining the necessary consent and completing the works in line with the requirements of the grant.

Following consideration, it was

RESOLVED that

- (a) Applications for **Shop Improvement Grants** listed as 1. to 4. be hereby approved and accepted; and
- (b) Application for **Shop Improvement Grant** listed as 5. was not awarded under the scheme for 2018/19.

D. OTHER FINANCIAL MATTERS

The Chairman reminded Members that a grant had been made to 'Pete's Dragons' in 2017/18 and that they had written to update Members on how the grant funding had assisted their organisation in providing support to families in Newton Abbot.

Accordingly, members noted the letter from Pete's Dragons and the support provided by the organisation for families in Newton Abbot.

118. COMMUNITY INFRASTRUCTURE LEVY (CIL) 2017/18

The Chairman drew Members attention to the Community Infrastructure Levy statement for 2017/18 and noted that this was an important form of income and would support the Council's Newton's Place Project, as key infrastructure development in the town. As outlined in the statement, the income had been applied to expenditure on the project during the Development Phase. The Chairman reported that in keeping with the regulations that the Council had applied the CIL funding to infrastructure expenditure for the town. He added that as part of the Council's commitment to openness and transparency that the statements were published on the Council's website. Following a discussion among Members, accordingly it was:

RESOLVED that a) the statement of Community Infrastructure Levy for 2017/18 be noted and b) that the Clerk find out whether the district or county authorities were subject to the same scrutiny on their use of the CIL income and exercised similar transparency in their publication.

119. STAFFING – ESTABLISHMENT

The Chairman invited the Town Clerk to provide Members with a verbal update on the Council's establishment. The Clerk reported that a member of the Museum staff had tendered her resignation and having explored a number of options in consultation with the Mayor, Deputy Mayor, (as Chairman and Vice-Chairman of the Staffing Sub-Committee), the Chairman and Vice Chairman of the Finance and Audit

Committee and the Chairman of the Project Board that the Clerk had been able to offer her a freelance consultant's position to which she had accepted.

Members noted that the incumbent had the specialist knowledge required to continue as a dedicated resource for the project and the Museum administration would be managed by the existing 0.4 FTE job-share partner. Since the Museum was currently closed this could be effectively managed. That being the case it was recommended that the 0.6 FTE Museum Assistant post would not be refilled for the duration of the project. Following a discussion among Members regarding the day to day processes within the Museum team, it was;

RESOLVED that a) the Finance & Audit Committee endorse the Town Clerk's actions on the adjustment to Staffing Establishment to date and b) to suspend filling the post of Museum Administrative Assistant 0.6 FTE for the duration of the consultancy post.

120. **NEWTON'S PLACE PROJECT - UPDATE**

The Chairman invited the Town Clerk to provide an update to Members on the key areas of the Project.

A. Heritage Lottery Grant for Delivery Phase - The Clerk referred to the recent meeting of the Newton's Place Project Board on 28th June 2018 and advised that the project had been successful in the round two application to the Heritage Lottery Fund and Members noted the grant of a further £800,000 awarded to the Delivery Phase. The Clerk explained that in order to gain the formal permission to start the next phase that the Council had to satisfy a number of requirements. The first being to confirm that the Council had the power to accept the grant and to accept the terms and conditions of the grant awarded by the Heritage Lottery Fund.

B. Timetable for Construction Tender - The Clerk outlined the timetable for the Construction Tender as follows:

- The deadline for Expressions of Interest had now closed (3rd July)
- Eight expressions of interest had been received
- Following due diligence, a Tender shortlist would be prepared and between four-six candidates would be invited to apply (16th July)
- Applications to Tender would be returned by 24th August and subject to further due diligence
- Approval and appointment (subject to delegated authority from Council) would be made by 14th September
- The appointed contractor would be on site for 15th October 2018 for a 42 week programme due for completion by 2nd August 2019.

Members requested the opportunity to visit the building during the construction phase perhaps following key milestones, if this could be managed within the construction programme so as not to prolong the project or delay the construction contractor. The Clerk advised that where it was practical, this would be achieved.

C. Community Engagement - The Clerk updated Members on the work of the Community Engagement consultant, Mrs Kate Green and made particular mention of the successful workshops held with students currently excluded from mainstream school. Their positive involvement was commended and the Chairman thanked Mrs Green for her efforts in maintaining the enthusiasm and communicating the project so

effectively. Such efforts had been noted among DALC members and they had requested a summary statement for the inclusion in the DALC annual report.

Members noted a recent letter to the press, to which they expressed their disappointment that it lacked accuracy in its content and was not in the spirit of the overwhelmingly positive community support for the Newton's Place project as had been expressed by the district authority, local businesses and the wider community alike.

Following a considered discussion among members, accordingly it was:

RESOLVED that

- a) under **Standing Order 36 (b)** which referred to the Council's eligibility to act under the **General Power of Competence** that the grant award from the Heritage Lottery Fund be accepted;
- b) that the Heritage Lottery Fund conditions of the Grant Award for the Newton's Place Project; be hereby, noted and accepted; and
- c) that further to Minute 16/09(193 b.) that the Clerk be delegated authority in consultation with the Chairman of the Finance & Audit Committee and the Chairman of the Project Board to complete the necessary additional grant conditions, including the required statement, for the Heritage Lottery Fund, for the Delivery Phase.

The Chairman thanked the Town Clerk for his update and for the continued work of the project group, to which the Chairman of the Project Board added his sincere thanks to the officers, Museum volunteers and members of the Project Board for their valuable commitment and effort to the project.

121. LATE CORRESPONDENCE

The Chairman invited the Town Clerk to update Members on a matter concerning the St. Leonard's Clock Tower. He reported that the clock face on the east side of the Tower had been damaged by a football and that the cost of repair would be assessed by Smiths of Derby, Clock Makers and Repairs on their scheduled visit on 6th July 2018.

122. DATE OF NEXT MEETING

The next meeting of the Finance & Audit Committee would be held on Wednesday 7th November 2018.

123. EXCLUSION OF PUBLIC AND PRESS

RESOLVED that the press and public be excluded from the meeting during the discussion of the following item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

124. TOWN HALL, 9 DEVON SQUARE

The Chairman invited the Town Clerk to update Members on the disposal of the Town Hall and the background research into acquiring an additional asset. The Clerk raised three matters and advised Members of the possible outcomes. Following a lengthy discussion among Members and there being questions raised to clarify the Council's position; Councillors noted the update and accordingly, it was;

RECOMMENDED that a) the Clerk be delegated authority in consultation with the Chairman of Finance and Audit and the Chairman of the Newton's Place Project Board to pursue matters for disposal of the Town Hall and the acquisition of an additional asset for the town and b) that based upon the Clerk's further investigations that the outcomes be referred to Full Council on 25th July 2018 for a further report to Members.

Chairman