

MINUTES OF THE MEETING OF THE **FINANCE & AUDIT COMMITTEE** HELD ON **WEDNESDAY 27TH FEBRUARY 2019** 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 Ms L Roberts
R Hayes 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

395. APOLOGIES AND WELCOME

An Apology was received on behalf of Councillor Mrs Ann Jones.

The Chairman informed Members that representatives from Stagecoach Buses had been invited to the meeting to update the Committee on matters concerning the local bus services. They had been unable to attend but the meeting had been arranged for the 20th March 2019.

396. INTERESTS

None.

397. MINUTES

The minutes of the meeting of the Finance & Audit Committee held on 16th January 2019, were received and signed as a correct record.

398. PUBLIC PARTICIPATION

None.

399. INCOME AND EXPENDITURE

A. INCOME & EXPENDITURE STATEMENTS

The Committee received the Income and Expenditure Statements for December 2018 and January 2019 (previously circulated). The Deputy Town Clerk advised that there had been some minor queries in advance of the meeting and the Chairman invited further questions from Members. Members appreciated the supplementary papers prepared by the Deputy Town Clerk, previously supplied, which identified the larger expenditure items made by the Council and a breakdown summary of expenditure and income on Newton's Place.

31st December 2018

Opening Balance	£1,562,034.60
Grant from the Foyle Foundation	£ 45,000.00
Misc. Income	£ 5,962.62
Total Income	£1,612,997.22
LESS:	
Expenditure	£ 59,608.93
TOTAL EXPENDITURE	£ 59,608.93
BALANCE 31st December 2018	
Business Call & Current Account:	£1,553,388.29

Balances as at 31st December 2018

Current Account	£ 100.00
Business Call Account	£1,553,288.29
Petty Cash Account	£ 200.00

Total Cash in hand at bank **£1,553,588.29**

Total: **£1,553,588.29**

31st January 2019

Opening Balance	£1,553,388.29
Heritage Lottery Fund Payment	£ 39,315.00
Misc. Income	£ 1,872.59
Total Income	£1,594,575.88
LESS:	

Expenditure	£ 171,412.92
TOTAL EXPENDITURE	£ 171,412.92

BALANCE 31st January 2019
Business Call & Current Account: £1,423,162.96

Balances as at 31st January 2019

Current Account	£100.00
Business Call Account	£1,423,062.96
Petty Cash Account	200.00

Total Cash in hand at bank £1,423,362.96

Total: £1,423,362.96

Accordingly, it was,

RESOLVED that the statements of income and expenditure for December 2018 and January 2019 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 1st April 2018 – 31st January 2019 (previously circulated). Following a discussion, accordingly, it was;

RESOLVED that the budget and accounts report as detailed by Account for the period 1st April 2018 – 31st January 2019 be hereby, approved and signed by the Chairman of the Finance and Audit Committee.

400. NEWTON'S PLACE PROJECT - UPDATE

The Chairman invited the Chairman of the Project Board to provide an update to Members on the key areas of the Project. Councillor Ryan noted that Members had received regular updates on the Newton's Place Project, but he highlighted the following key points:

- Councillors on the Project Board had attended a site visit earlier in the month;
- The interior of the building had been cleared ready for refurbishment;
- The staircase to the left hand side of the main entrance had been removed to make way for the installation of the lift shaft;
- Work on the roof was progressing well and had benefitted from the unexpected good weather; and
- The removal of the electrical power cables from the outside of the building had been scheduled with Western Power.

Councillor David Howe added that the Newton Abbot Photographic Club had made regular visits to capture photographs to record the transformation, both as a requirement of the Planning Consent but also as a historic record. The photographs would form part of an early exhibition once Newton's Place opened to the public.

The Clerk added that another group of Councillors would be attending a site visit on 15th March and there would be a rolling programme of visits in the coming months. Following discussion among Members, accordingly it was;

RESOLVED that the verbal update from the Chairman of the Project Board on the Newton's Place Project be hereby, noted.

401. LATE CORRESPONDENCE

A. New Accessibility Regulations - The Chairman invited the Town Clerk to provide a verbal update to Members on the Letter (tabled at the meeting) received from the chief Executive of Society of Local Council Clerks (SLCC). The Clerk explained that the new regulations 'The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 would have implications for the Council's Website. In referring to the letter, the Clerk advised that the timescale would allow the Council the opportunity to prepare a technical specification and Tender, with the assistance of the Council's IT provider for the provision of a new website. The Clerk advised that once he had more detailed information he would report back to Members in due course.

B. Council Insurance – Crime and Cyber Policy – The Chairman invited the Town Clerk to update Members on recent advice provided by the Council's Insurers. The Clerk informed Members that the Insurers advised the Council that given the stark rise in Cyber related crime that the Council should consider additional insurance cover specifically in respect of Crime and Cyber Breach. This had become paramount in the light of the introduction of the General Data Protection Regulations (GDPR) last year and he also noted the unfortunate cyber breach suffered by Tiverton Town Council. Members fully endorsed the advice of the Council's Insurers to safeguard the Council's IT systems and following a considered discussion, accordingly it was agreed that the Clerk be authorised to instruct, under his existing delegation, the Council's Insurers to provide the additional insurance specifically in relation to Crime and Cyber Cover.

402. DATE OF NEXT MEETING

The next meeting of the Finance & Audit Committee would be held on Wednesday 3rd July 2019.

403. 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.

404. STAFFING

The Chairman invited the Town Clerk to report to Members on the recent staffing review. The Clerk referred to the report, previously circulated.

Arising from the discussion, accordingly it was;

RESOLVED that a) the Committee approved an increase of hours from 26 to 34 per week of the post of Committee Administrator from 1st April 2019 and b) that from 1st April 2019 the Post of Committee Administrator be advanced to SCP 27.

Chairman