

MINUTES OF THE MEETING OF THE **FINANCE & AUDIT COMMITTEE** HELD AT
NEWTON'S PLACE, 43 WOLBOROUGH STREET, NEWTON ABBOT ON **WEDNESDAY**
23rd FEBRUARY 2022 AT 7.00 P.M.

PRESENT: Councillors C N Parker (Chairman) Presiding
D Corney-Walker (Vice-Chairman)

Councillors C Bunday (Dep Mayor) A Jones
R Hayes M Joyce (Mayor)
R Hall M Ryan
M Hocking L Sheffield

Officers in Attendance: Phil Rowe - Town Clerk
Sam Scott - Deputy Town Clerk and RFO
Linda McGuirk - Principal Administrator

354. **APOLOGIES**

Apologies for absence were received on behalf of Councillors P Bullivant, K Crout, A Hall, D Howe, C Jenks, R Jenks and Sally Henley – Town Development Manager.

355. **INTERESTS**

None.

356. **MINUTES**

The minutes of the meeting of the Finance & Audit Committee held on 12th January 2022 were received and signed as a correct record.

357. **PUBLIC PARTICIPATION**

None.

358. **INCOME AND EXPENDITURE**

a) INCOME & EXPENDITURE STATEMENTS

The Committee received the Income and Expenditure Statements for December 2021 and January 2022 (previously circulated). The Chairman invited questions from Members, no further clarification was sought in relation to expenditure during the period December 2021 to January 2022.

31st December 2021

Opening Balance £ 458,432.84

Misc. Income £ 3,616.58

Total Income £ 462,049.42

LESS:

Expenditure £ 49,423.40

Chairman initials.....

TOTAL EXPENDITURE £ 49,423.40

BALANCE as of 31st December 2021 £ 412,626.02
Business Call & Current Account:

Balances as of 31st December 2021

Current Account	£	100.00
Business Call Account	£	412,526.02
Petty Cash Account	£	200.00

Total Cash in hand at bank £412,826.02

Total: -----
£412,826.02

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31st January 2022

Opening Balance £ 412,626.02

Misc. Income £ 16,304.10

Total Income £ 428,930.12

LESS:

Expenditure £ 127,0007.68

TOTAL EXPENDITURE £ 127,007.68

BALANCE as of 31st January 2022 £ 301,922.44
Business Call & Current Account:

Balances as of 31st January 2022

Current Account	£	100.00
Business Call Account	£	301,822.44
Petty Cash Account	£	200.00

Total Cash in hand at bank £ 302,122.44

Total: -----
£ 302,122.44

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The Chairman invited further comment on the statements and reports. Following discussion among Members, accordingly, it was:

Chairman initials.....

RESOLVED that the statements of income and expenditure for December 2021 and January 2022 as submitted to the Committee be hereby approved and signed by the Chairman of the Finance and Audit Committee.

b) FINANCIAL BUDGET COMPARISON

The Chairman referred to the Financial Budget Comparison summary and report which detailed Income and Expenditure for the Finance and Audit Committee for the period 1st April – 31st December 2021 (previously circulated). The Chairman noted that there had been no questions in advance but invited questions from Councillors. Following a brief discussion among Members, accordingly, it was:

RESOLVED that the Financial Budget Comparison Summary for the Finance and Audit Committee for the period 1st April – 31st December 2021, be hereby, approved and signed by the Chairman of the Finance and Audit Committee.

359. COMMUNITY INFRASTRUCTURE LEVY (CIL)

a) CIL RECEIPTS

Members discussed the current and anticipated CIL receipts. The Town Clerk reminded members that CIL must be used for capital projects.

Members asked whether any interest is received. The Deputy Town Clerk/ RFO confirmed a minimal monthly amount is received. Following discussions accordingly, it was:

RESOLVED that the unused CIL receipts be placed in the Council's Capital Accounts.

b) PRORITY PROJECTS

The Town Clerk advised that the Strategic Planning Forum had identified an area that needs addressing:

- Allotments: access and tracks within all allotment sites require a scheme to make the tracks permanent.

The Town Clerk further advised:

- A tree survey is required across all allotment sites.

It was noted the Facilities Maintenance team require a permanent depot to store the Councils vehicles and equipment. The Town Clerk advised there were options that would be suitable, but the Council would need to move quickly to secure.

Accordingly, it was:

RESOLVED that due to the potential commercially sensitive information to be discussed, further discussions should continue in the confidential session at the end of the meeting.

Chairman initials.....

The Chairmen invited members to put forward any other priority projects for consideration.

Discussion took place regarding the:

- Future use of the Seymour Horwell site.
- Museum store extension.
- Possible lease/license for the Bandstand, Courteney Park.

The Town Clerk reminded members that they are in a strong position to make improvements for the town following the capital receipt received from the sale of the Town Hall building.

360. **POLICIES FOR REVIEW**

a) STAFFING SUB-COMMITTEE TERMS OF REFERENCE

The Chairmen introduced the Staffing Sub Committee terms of reference, previously circulated. There being no questions from Members, accordingly, it was:

RESOLVED that the Staffing Sub-Committee Terms of Reference be hereby approved and adopted.

b) DISCIPLINARY POLICY & PROCEDURE

The Chairmen introduced the Disciplinary Policy & Procedure, previously circulated. Members asked whether the document included the 'right to be accompanied'. The Town Clerk confirmed the right to be accompanied was included in the procedure, which was compliant with the latest model guidance issued by National Association of Local Councils (NALC). There being no further questions from Members, accordingly, it was:

RESOLVED that the Disciplinary Policy & Procedure be hereby approved and adopted.

c) GRIEVANCE PROCEDURE

The Chairmen introduced the Grievance Procedure, previously circulated. There being no questions from Members, accordingly, it was:

RESOLVED that the Grievance Procedure be hereby approved and adopted.

361. **LATE CORRESPONDENCE**

The Deputy Town Clerk & RFO informed Members a letter had been received from Teignbridge District Council confirming the recent grant application submitted to the 'Tidy Teignbridge Local Area Cleansing Fund' was successful. The Town Council will receive £2,000 to realise its project.

Members noted the letter and thanked the Deputy Town Clerk for her work in completing the grant application.

Chairman initials.....

362. **DATE OF NEXT MEETING**

The next meeting would be Wednesday 29th June 2022.

363. **EXCLUSION OF PUBLIC AND PRESS**

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

364. **NEWTON'S PLACE – FINAL ACCOUNT**

The Chairman introduced the 'Newton's Place Project Summary Income & Expenditure Report for the period 1st September 2018 through to 31st January 2022 (Delivery Phase) as previously circulated. The Town Clerk provided an outline of the project phases which were dictated by the National Lottery Heritage Fund (NLHF) and explained why the report started from the Delivery Phase.

The income and expenditure of the project was summarised as follows:

INCOME		£
	Grants & donations	1,309,775
	CIL (Community Infrastructure Levy)	309,083
	PWLB (Public Works Loan Board loan)	799,720
	TOTAL	<u>2,418,578</u>
EXPENDITURE	Construction Contract	1,413,361
	<i>Tender sum = £1,378,821</i>	
	<i>Final account = £1,413,361 increase of 2.5%</i>	
	Museum fit-out	524,000
	Professional Fees:	
	Project Management	71,000
	Mechanical & Electrical	47,000
	Structural Engineering	34,500
	Quantity Surveyor	45,600
	Architect	134,310
	Remedial works post practical completion	32,086
	Diving Engine suspension	4,000
	Restoration: Font, Pulpit, Marble, Chancel ceiling	14,000
	TOTAL	<u>2,319,857</u>
	Balance of Income over expenditure	<u>98,721</u>
	<i>NB. The remaining balance contributed to the purchase, laying out and fees for the land adjacent to Newton's Place and the area to the rear purchased from Sanctuary Housing Association for an extension to the Museum store and curatorial area.</i>	

Chairman initials.....

Total cost of the Newton's Place Project including purchase of the former St Leonard's Church (not including the parcels of land adjacent) = £2,519,857

Members discussed the report in great detail and commended both the Town Clerk and Deputy Town Clerk/RFO for their work in producing such a detailed financial report. Members further expressed their gratitude to the Town Clerk for keeping the project on track and ensuring Newton Abbot had a building to be proud of. Accordingly, it was:

RESOLVED that the Final Account for the delivery phase be hereby approved and agreed.

365. PRIORITY PROJECTS – Continued

Further to minute 359 (b) above, the Town Clerk provided additional detail on the two options identified for a council storage facility, including location, size, suitability and the potential for a long-term project for the Council. Members understood the necessity for the Town Clerk to take prompt action should an opportunity arise and accordingly, it was:

RESOLVED that the Town Clerk in consultation with the Finance & Audit Committee Chairman and the Mayor are hereby granted delegated powers, subject to due diligence, to undertake negotiations on behalf of the Council for the provision of storage facilities for the Council's vehicles and equipment.

Meeting closed at 8:15pm

Chairman.....Date.....

Chairman initials.....