

MINUTES OF THE MEETING OF THE **FINANCE & AUDIT COMMITTEE** HELD AT  
NEWTON'S PLACE, WOLBOROUGH STREET, NEWTON ABBOT ON  
**WEDNESDAY 28<sup>th</sup> JUNE 2023 AT 7.00 P.M.**

**PRESENT:** Councillors C Parker (Chairperson) Presiding  
S Walker (Vice- Chairperson)

Councillors P Bullivant C Davieson  
L Cooke M Joyce  
D Corney-Walker M Ryan

Officers in Attendance: Phil Rowe – Town Clerk  
Sam Scott – Deputy Town Clerk and RFO  
Linda McGuirk - Principal Administrator  
Sally Henley – Town Development Manager

Also in attendance: Representative of the Forde Park Community Project

**103. APOLOGIES**

Apologies for absence were received on behalf of Councillor A Hall due to a family commitment and Nigel Canham – Communications Advisor.

**104. INTERESTS**

Cllr M Ryan declared a non-pecuniary interest in agenda item 7(b) – Grant application for Forde Park Community Project, as he has a relative employed by the project.

**105. MINUTES**

The minutes of the meetings of the Finance & Audit Committee held on:

- a) 22<sup>nd</sup> February 2023 were received and signed as a correct record.
- b) 17<sup>th</sup> May 2023 Special Meeting were received and signed as a correct record.

**106. PUBLIC PARTICIPATION**

None.

**107. COMMITTEE TERMS OF REFERENCE**

The Committee gave due consideration to the Terms of Reference for the Finance & Audit Committee, circulated prior to the meeting.

Accordingly, it was:

Chairperson initials.....

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

#### 108. **SUB-COMMITTEE & WORKING GROUPS MEMBERSHIP**

The committee considered membership of the Sub-Committees and Working Groups of the Finance & Audit Committee, arising from the discussion it was:

**RESOLVED** that membership of the Strategic Planning Forum of the Finance & Audit Committee be Cllrs P Bullivant, L Cooke, D Corney-Walker, C Davieson, A Hall, M Joyce, C Parker, M Ryan and S Walker.

The Town Clerk reminded Members that all Councillors are encouraged to attend the Strategic Planning Forum.

#### 109. **GRANT APPLICATIONS**

##### a) Devon General

Members considered the grant application received from Devon General. Members recognised the valuable work of the group and supported the grant application. Accordingly, it was:

**RESOLVED** that the Town Council hereby grants £500 to Devon General to support the Devon General Remembered Day in Highweek, Newton abbot.

##### b) Forde Park Community Project

The Chairperson welcomed the representative of Forde Park Community Project and invited them to address Members regarding their grant application. Members recognised the valuable work of the group and supported the grant application. Accordingly, it was:

**RESOLVED** that the Town Council hereby grants £1000 to Forde Park Community Project for the creation of a Coronation Garden with raised beds, seating and planting for the Volunteers, staff and Community to enjoy a quiet area.

The Chairperson thanked the representative for attending the meeting and wished them luck with the project.

*Cllr M Ryan declared a non-pecuniary interest as he has a relative employed by the Community Project.*

##### c) Girl Guiding Newton Abbot

Members considered the grant application received from Girl Guiding Newton Abbot. Members recognised the importance of the Girl Guiding organisation and supported the grant application. Accordingly, it was:

Chairperson initials.....

**RESOLVED** that the Town Council hereby grants £950 to Girl Guiding Newton Abbot to fund transport to enable them to attend the County Camp on the Devon/Somerset border.

**110. INTERNAL AUDIT REPORT 2022-23**

The Chairperson introduced the Internal Audit Report 2022-23, circulated prior to the meeting.

Members analysed the report and were satisfied that the three minor recommendations contained at the end of the report had been implemented agreeing it was an excellent report and expressing their thanks to the RFO and the Town Clerk for their due diligence to ensure the Council's finances meet the necessary standard as set out in the Joint Panel on Accountability and Governance (JPAG).

Members were reminded that following the elections the Council must appoint a new Councillor to review and sign off bank reconciliations. It was agreed that Councillor M Joyce will be the nominated Member.

The RFO further explained that the Public Notice for the year ending 31<sup>st</sup> March 2022 had been issued late due to the whistleblowing allegations and investigations. It was noted that this was unprecedented.

Accordingly, it was:

**RESOLVED** that the Finance & Audit Committee formerly approves the Internal Audit Report 2022-23.

**111. NEWTON IN BLOOM**

The Town Clerk informed Members that the contract for the Newton In Bloom floral displays in the town was due for tender. It was noted that due to inflationary increases over the tender period the project could see a significant increase in costs. In addition, the Town Development Manager has undertaken a review of the current provision across the town and advised the current infrastructure requires updating. The Town Clerk confirmed that CIL funding can be used to update the infrastructure but not the planting.

The Town Clerk advised that previously it has proven difficult to find a contractor that is able to do both the planting and watering/maintenance. Arising from the discussions, it was:

**RESOLVED** that the Finance & Audit Committee:

- a) Forms a Newton In Bloom Working Group to agree the tender specification. Membership of the working group will include the Chairperson of the Community & Heritage Committee, Councillor L

Chairperson initials.....

Cooke, Town Development Manager, Office Administrator, the Town Clerk and interested persons.

- b) Submits a recommendation to the Full Council meeting on the 19<sup>th</sup> July 2023 to grant delegated authority to the Community & Heritage Committee at its meeting on the 18<sup>th</sup> October 2023 to consider and agree successful tender applications.

## 112. INCOME AND EXPENDITURE

### a) INCOME & EXPENDITURE STATEMENTS

The Committee received the Income and Expenditure Statements for the period January to May 2023 (previously circulated). The Chairperson invited questions from Members who sought clarification on a few items in relation to expenditure during the period.

**RESOLVED** that the statements of income and expenditure for the period January to May 2023 as submitted to the Committee be hereby approved and signed by the Chairperson of the Finance and Audit Committee.

### b) FINANCIAL BUDGET COMPARISON

The Chairperson referred to the Financial Budget Comparison summary and report which detailed Income and Expenditure for the Finance and Audit Committee for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 (previously circulated). The Chairperson 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 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023, be hereby, approved and signed by the Chairperson of the Finance and Audit Committee.

Chairperson initials.....

## NEWTON ABBOT TOWN COUNCIL

## INTERNAL AUDIT

31<sup>st</sup> JANUARY 2023

<b>Opening Balance</b>	<b>£ 422,340.96</b>
Misc. Income	£ 18,205.47
<b>Total Income</b>	<b>£ 440,546.43</b>
<b>LESS:</b>	
Expenditure	£ 171,682.53
<b>TOTAL EXPENDITURE</b>	<b>£ 171,682.53</b>

**BALANCE as of 31<sup>st</sup> January 2023**      **£ 268,863.90**  
**Business Call & Current Account:**

Balances as of 31<sup>st</sup> January 2023

Current Account	£ 111.00
Business Call Account	£ 268,752.90
Petty Cash Account	£ 200.00
<b>Total Cash in hand at bank</b>	<b>£ 269,063.90</b>

**Total:**      **£269,063.90**

**Balance of CCLA fund at 31<sup>st</sup> January 2023**

**£467,993.00**

Chairperson initials.....

## NEWTON ABBOT TOWN COUNCIL

## INTERNAL AUDIT

28<sup>th</sup> February 2023

<b>Opening Balance</b>	<b>£ 268,863.90</b>
Misc. Income	£ 11,586.65
<b>3<sup>rd</sup> QTR VAT Reclaim</b>	<b>£ 22,585.77</b>
<b>Total Income</b>	<b>£ 303,036.32</b>
<b>LESS:</b>	
Expenditure	£ 68,032.46
<b>TOTAL EXPENDITURE</b>	<b>£ 68,032.46</b>
<b>BALANCE as of 28<sup>th</sup> February 2023 Business Call &amp; Current Account:</b>	<b>£ 235,003.86</b>

Balances as of 28<sup>th</sup> February 2023

Current Account	£ 101.00
Business Call Account	£ 234,902.86
Petty Cash Account	£ 200.00
<b>Total Cash in hand at bank</b>	<b>£ 235,203.86</b>

**Total:** **£235,203.86**

**Balance of CCLA fund at 28<sup>th</sup> February 2023**

**£467,993.00**

Chairperson initials.....

## NEWTON ABBOT TOWN COUNCIL

## INTERNAL AUDIT

31<sup>st</sup> March 2023

Opening Balance	£ 235,003.86
Repayment from CCLA fund for infrastructure purchases	£ 33,297.00
Misc. Income	£ 19,394.57
<b>Total Income</b>	<b>£ 287,695.43</b>
<b>LESS:</b>	
Expenditure	£ 123,789.69
<b>TOTAL EXPENDITURE</b>	<b>£ 123,789.69</b>
<b>BALANCE as of 31<sup>st</sup> March 2023 Business Call &amp; Current Account:</b>	<b>£ 163,905.74</b>

Balances as of 31<sup>st</sup> March 2023

Current Account	£ 101.00
Business Call Account	£ 163,804.74
Petty Cash Account	£ 200.00
<b>Total Cash in hand at bank</b>	<b>£ 164,105.74</b>

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**Total: £164,105.74**

***Balance of CCLA fund at 31<sup>st</sup> March 2023***

**£434,696.00**

Chairperson initials.....

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**NEWTON ABBOT TOWN COUNCIL**
**INTERNAL AUDIT**30<sup>th</sup> April 2023

<b>Opening Balance</b>	<b>£ 163,905.74</b>
<b>HMRC VAT refund – final QTR of 22/23</b>	<b>£ 18,944.25</b>
<b>1<sup>st</sup> tranche of Precept (Net of DALC subs)</b>	<b>£ 639,712.72</b>
<b>CIL income (1<sup>st</sup> payment)</b>	<b>£ 42,043.03</b>
Misc. Income	£ 16,523.17
<b>Total Income</b>	<b>£ 881,128.91</b>
<b>LESS:</b>	
Expenditure	£ 147,861.38
<b>TOTAL EXPENDITURE</b>	<b>£ 147,861.38</b>
<b>BALANCE as of 30<sup>th</sup> April 2023 Business Call &amp; Current Account:</b>	<b>£ 733,267.53</b>

Balances as of 30<sup>th</sup> April 2023

Current Account	£ 101.00
Business Call Account	£ 733,166.53
Petty Cash Account	£ 200.00
<b>Total Cash in hand at bank</b>	<b>£ 733,467.53</b>

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**Total: £733,467.53**

***Balance of CCLA fund at 30<sup>th</sup> April 2023***

**£434,696.00**

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Chairperson initials.....



**NEWTON ABBOT TOWN COUNCIL**

**INTERNAL AUDIT**

**31<sup>st</sup> May 2023**

<b>Opening Balance</b>	<b>£ 733,267.53</b>
Misc. Income	£ 10,536.02
<b>Total Income</b>	<b>£ 743,803.55</b>
<b>LESS:</b>	
Expenditure	£ 145,748.72
<b>TOTAL EXPENDITURE</b>	<b>£ 145,748.72</b>
<b>BALANCE as of 31<sup>st</sup> May 2023</b> <b>Business Call &amp; Current Account:</b>	<b>£ 598,054.83</b>

Balances as of 31<sup>st</sup> May 2023

Current Account	£ 100.00
Business Call Account	£ 597,954.83
Petty Cash Account	£ 200.00
<b>Total Cash in hand at bank</b>	<b>£ 598,254.83</b>

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**Total: £598,254.83**

***Balance of CCLA fund at 31<sup>st</sup> May 2023***

**£434,696.00**

Chairperson initials.....

The RFO explained that current utility contracts are due to for renewal and I is anticipated there will be a significant increase that will need to be considered during budget planning discussions.

**113. LATE CORRESPONDENCE**

None.

**114. DATE OF NEXT MEETING**

The next meeting would be Wednesday 1<sup>st</sup> November 2023.

Meeting closed at 20:05 hrs.

Chairperson.....Date.....

Chairperson initials.....