

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 10 JUNE 2013 AT 8.30AM

Present: In the Chair Cllr Mrs C. Lock
Town Mayor Cllr S. K. White
Cllr D. J. Goodman Cllr M. J. Kingdon
Cllr S. W. Lock Cllr Mrs R. McCool

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F1/13 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Way.

F2/13 **CHAIRMAN'S ANNOUNCEMENTS**

Nil.

F3/13 **DECLARATIONS OF INTEREST**

Nil

F4/13 **APPROVAL OF MINUTES**

Finance Committee 13 May 2013
It was RESOLVED that these minutes be approved.

F5/13 **ACCOUNTS FOR PAYMENT**

It was RESOLVED that the accounts in the sum of £63030.78 be approved for payment.

F6/13 **REVIEW OF FINANCIAL REGULATIONS**

Members had previously been forwarded a copy of the Town Council's current Financial Regulations and it was RESOLVED that no amendments are made.

F7/13 **POSITION OF DOG BINS**

This item had been brought forward from the previous meeting in order to decide the position of the two new dog bins being paid for by Market Vets. It was RESOLVED that these bins be sited in Poltimore Road and Livarot Walk.

F8/13 **LETTER FROM SMBA**

Members noted a copy of a letter from SMBA requesting consideration is given to financially supporting their Seven Summer Saturday events. It was RESOLVED that the Town Council supports these events by giving a donation to the Business Association of £300.

Continued ...

F9/13 LETTER FROM INTERNAL AUDITOR

Members noted a copy of a letter from the Internal Auditor which had been circulated for members information.

F10/13 PORTAS MONIES

The RFO informed members that the Town Council is administering the £10000 Portas Monies awarded to the Town Team. All expenditure will be processed and recorded within the Town Council's accounts. These details were noted and approved by members.

F11/13 PAST MAYOR'S BADGES

This item had been placed on the agenda at the request of the Mayor who now advised that he no longer required this item to be considered at this meeting and was therefore unanimously withdrawn.

F12/13 SECTION 137 FUNDING

Members noted an application for a grant from South Molton Tourist Association and it was RESOLVED that they be awarded a grant of £1000 for this financial year.

There being no further business the meeting closed at 9.31am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 8 JULY 2013 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr S. K. White
Cllr M. J. Kingdon Cllr Mrs C. E. Lock
Cllr S. W. Lock Cllr Mrs R. McCool

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F13/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Goodman.

F14/13 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F15/13 DECLARATIONS OF INTEREST

The following declarations of interest were read out by the RFO:
Cllr C. Lock – DPI – Item 10 – Husband put in quote for heating.
Cllr S. Lock – DPI – Item 10 – Heating contractor
Cllr White – Personal Interest – Item 6 – I am a member of the Church PCC

F16/13 APPROVAL OF MINUTES

Finance Committee 10 June 2013
It was RESOLVED that these minutes be approved.

F17/13 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £35503.65 be approved for payment.

F18/13 DONATIONS TO LOCAL ORGANISATIONS

Members noted the details of three applications for donations and it was RESOLVED that the following be awarded for the 2013/2014 financial year:

South Molton Parish Church	£250
West Buckland Festival	Nil
South Molton Youth Centre	£250

Cllr White abstained from voting on the Section 137 donation for South Molton Parish Church.

F19/13 TOWN HALL HEATING SYSTEM

The RFO reported on a proposal outlined by David Wilson Partnership Ltd to investigate options for improvising the heating system in the Town Hall. It was RESOLVED to proceed with this project and appoint David Wilson Partnership Ltd to act on the Town Council's behalf.

Continued ...

F20/13 TOWN HALL – LOOP SYSTEM

Members noted that two quotes had been received for the supply and installation of Public Address Equipment and a Hard of Hearing Loop System in the Town Hall. It was RESOLVED that the quote from Braunton TV Services in the sum of £2800.00 be accepted.

F21/13 TREES IN RECREATION GROUND

Members noted that a Condition Survey of the Trees in the Recreation Ground had been received from Mr A. van Koutrik. Mr van Koutrik was recommending that remedial works be carried out to several trees at a cost of £600. It was RESOLVED that the RFO obtains the new Health & Safety Officers opinion on whether these works were necessary before instructing Mr van Koutrik to carry out the works.

F22/13 CEMETERY LODGE – HEATING SYSTEM

Members noted that the RFO had obtained three quotes for the installation of a new heating system in Cemetery Lodge. It was RESOLVED that the quote from Chris Bowen of South Molton in the sum of £2250.00 be accepted.

F23/13 TENNIS COURT LIGHTS

The RFO reported on a proposal to install lights at the Tennis Court in Central Park. Discussion took place and it was RESOLVED not to proceed with this proposal.

F24/13 GRASSCUTTING

Members noted a quote received from ISS for increasing the number of cuts of verges around the town. Discussion took place, as it is not the Town Council's responsibility to maintain these areas. It was however recognised that they were not being kept at an acceptable standard. It was RESOLVED a sum of £540 be offered to ISS to carry out additional cuts for the current season. This figure is the amount currently paid by Devon County Council for verge cutting in South Molton for a year.

F25/13 DEPUTY TOWN CLERK

Following a recent Staff Committee meeting when it was resolved to increase the Deputy Town Clerk's salary by one Spinal Point it was RESOLVED that this should be effective from 1 April 2012 and that any back pay due is paid to the employee in due course. The Deputy Town Clerk had left the meeting whilst this item was discussed and agreed.

There being no further business the meeting closed at 10.20am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON WEDNESDAY 14 AUGUST 2013 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr S. K. White
Cllr D. J. Goodman Cllr S. W. Lock
Cllr Mrs R. McCool

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F26/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kingdon and C. Lock.

F27/13 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F28/13 DECLARATIONS OF INTEREST

The following declarations of interest were read out by the RFO:

Cllr Goodman – Personal Interest – Item 7 – Applicant lives next door

Cllr McCool – DPI – Item 5 – Treasurer Committee

Personal Interest – Item 7 – Chairman family

F29/13 APPROVAL OF MINUTES

Finance Committee 9 July 2013

It was RESOLVED that these minutes be approved.

Cllr McCool declared a DPI in the following item and left the meeting.

F30/13 COMMUNITY WOODLANDS – POND

Mrs J. Foster was in attendance and addressed members in respect of a proposal to carry out works to the existing pond at the Community Woodlands. A quote in the sum of £3400.00 plus VAT had been received from M. J. Bragg & Son Ltd and it was RESOLVED that this quote be accepted excluding the element of £2000.00 for the supply of 40 tonnes of boulders which would be obtained from another source for the sum of £1850.00 plus VAT.

Cllr McCool rejoined the meeting.

F31/13 ACCOUNTS FOR PAYMENT

It was RESOLVED that the accounts in the sum of £24825.10 be approved for payment.

Continued ...

F32/13 DONATIONS TO LOCAL ORGANISATIONS

Two applications were considered by members and it was RESOLVED that monies be awarded during the current financial year as follows:

Women Do Business South Molton £200.00
Cllr Goodman abstained during the voting on this application.
South Molton & District Volunteer Bureau £400.00
Cllr McCool abstained during the voting on this application.

There being no further business the meeting closed at 9.19am.

Chairman

Date

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 9 SEPTEMBER 2013 AT 8.30AM

Present: In the Chair Cllr Mrs C. Lock
Town Mayor Cllr S. K. White
Cllr D. J. Goodman Cllr S. W. Lock
Cllr Mrs R. McCool

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F33/13 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Kingdon and Way.

F34/13 CHAIRMAN'S ANNOUNCEMENTS

Nil.

F35/13 DECLARATIONS OF INTEREST

The following declaration of interest was read out by the RFO:
Cllr White – DPI – Item 6 – I am a Trustee of the Town Band

F36/13 APPROVAL OF MINUTES

Finance Committee 14 August 2013
It was RESOLVED that these minutes be approved.

F37/13 DONATIONS TO LOCAL ORGANISATIONS

Members considered an application for a donation from South Molton Town Band and it was RESOLVED that a grant of £400 be awarded in the current financial year.

F38/13 ANNUAL BUDGET MEETING

Members noted that if they wished to have any items considered at the above meeting the Responsible Finance Officer requires the information by 30 September 2013.

F39/13 FIREWORK DISPLAY ADVERTISING BUDGET

The RFO reported on the cost options for advertising a Firework Display scheduled to take place on Saturday 9 November 2013. It was RESOLVED that advert two adverts be placed in the South Molton News on 3 October and 7 November at a cost of £125.00 plus VAT per advert and that four banners and twelve advertising boards be erected at a cost of £300.00 plus VAT.

There being no further business the meeting closed at 9.05am.

Chairman *e. Locke*

Date .. *14/10/13*

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE SOUTH MOLTON TOWN COUNCIL HELD IN THE GARDEN ROOM, THE AMORY CENTRE, 125 EAST STREET, SOUTH MOLTON ON MONDAY 14th OCTOBER 2013 AT 8.30AM

Present: In the Chair Cllr M. F. Way
Town Mayor Cllr S. K. White
Cllr D. J. Goodman Cllr M. J. Kingdon
Cllr Mrs. C. Lock Cllr S. W. Lock
Cllr Mrs R. E. McCool

In Attendance: Deputy Town Clerk/RFO/Project Co-ordinator Mr A. C. Coates

F40/13 **APOLOGIES FOR ABSENCE**

None.

F41/13 **CHAIRMAN'S ANNOUNCEMENTS**

None.

F42/13 **DECLARATIONS OF INTEREST**

The following declaration of interest was read out by the RFO:

Cllr Kingdon – DPI – item 6 – Stores Stage

Cllr McCool – Personal – item 6 – member of SM Choral Society

Cllr Way – Personal – items 7a & 7b – Member of Pathfields Business Forum

F43/13 **APPROVAL OF MINUTES**

Finance Committee 9th September 2013

It was RESOLVED that these minutes be approved.

F44/13 **ACCOUNTS FOR PAYMENT**

It was RESOLVED that the accounts in the sum of £37935. 79p be approved for payment.

F45/13 **DONATIONS TO LOCAL ORGANISATIONS**

Members considered an application for a donation from South Molton Sings and it was RESOLVED that a grant of £200 be awarded in the current financial year.

During discussion on the above Cllr Kingdon did not speak or vote.

F46/13 **PATHFIELDS BUSINESS PARK PHASE 4 EXPENDITURE**

The RFO reported on the above and it was RESOLVED that the quotes for South West Archaeology in the sum of £2132 and the matched quote in the sum of £10000 for highway planning works be approved

F47/13 **GRASSCUTTING – VERGES**

The RFO and Cllr Kingdon reported on the recent visit to South Molton by Dave Budd Gardening Services and it was RESOLVED that the contract be awarded to this company for one year commencing in April 2014 at a cost of £480 per cut. The RFO reported that Devon County Council will re-imburse this authority with the amount charged by the present contractor.

MFW

F48/13 SKATEBOARD PARK SHELTER REPAIRS

The RFO reported on the above and it was RESOLVED to approve the necessary works up to a maximum expenditure of £1000.

There being no further business the meeting closed at 9 26pm.

Chairman *?? FW2*

Date *11 - 11 - 13*