

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD MONDAY 25<sup>th</sup> JULY 2016 At 7pm IN THE MORTIMER ROOM OF THE FEOFFES TOWN HALL, COLYTON**

**Present** – Cllrs C Collier, A Parr, B Collier, H Evans P Dean, R Turner, J Hay, K Clifford, 5 members of the public and E Berry (Clerk).

**F16/07/20 Apologies for absence:** Cllrs C Pady (holiday), S Real (holiday), A Jarman (prior commitment), G Stephens (unwell) and P Gibbins (prior commitment).

**F16/07/21 The Minutes of the Finance Committee Meeting held on 27<sup>th</sup> June 2016 (Appendix E) were approved and signed as being a true record.**

**F16/07/22 Matters arising from the minutes - none**

**F16/07/23 Democratic Period – opportunity for public questions & comments - none**

A period of up to 15 minutes will be set aside to deal with questions to the Committee from members of the public. Each individual will be restricted to speaking for a total of 3 minutes.

**F16/07/24 Balanced Accounts for the period 1st – 30<sup>th</sup> June 2016 to be noted.**

**F16/07/25 Accounts to be presented for payment.** Payment proposed by Cllr Dean, seconded by Cllr Evans

3747	Miss E Berry	Salary Postage	£758.55 £13.20		<b>£771.75</b>
3748	Mr J Rollings	Salary Fuel Mileage	£804.39 £10.68 £40.50		<b>£855.57</b>
3749	HMRC	PAYE NI Employee NI Employer	£412 £86.03 £97.84		<b>£595.87</b>
3750	Colyton Spar Mr V J Price	Defibrillator Cty Cllr Contribution CPC	£125 £100		<b>£225</b>
3751	Colyford Memorial Hall	Defibrillator training Cty. Cllr contribution CPC contribution	£125 £100		<b>£225</b>

- a) Reece Strawbridge contribution towards tarmac received, this means all of the donations have now been received and banked.
- b) Letter from Came & Company (insurance brokers). The company now becomes a trading style of Stackhouse Poland Ltd – the service to Parish Council will not change – noted.

**F16/07/26 Library Lease** – Report from Cllr Parr

Cllr Parr went through the procedure of handover. There are three steps to the transaction.

1 is the purchase of the Library through a contract with CPC and DCC. 2 is the lease between CPC and the FOCL (Friends of Colyton Library) and 3 is a license between FOCL and Libraries Unlimited (a management company).

The proposed lease will be for 10 years at a peppercorn rent of £1 per annum. It will be a full repairing lease with a break clause in the event of anything happening that prevents the FOCL maintaining the service. CPC will insure the building but there is a clause that means we can recover the costs from the FOCL. The building will have to be registered with Land Registry and that and the legal costs are expected to be £1050 plus VAT,

Several questions were asked regarding recovering costs and whether a full structural survey needs to be carried out on the building prior to the lease being implemented. It was agreed to take this to the August full meeting.

The License is between FOCL and Libraries Unlimited. This is for five years and deals with the occupation of the building. There is also a 6 month termination clause. Libraries Unlimited pay £2000 a year for 10 hours occupation. At other times the building can be used for fundraising for the FOCL. L.U pay business rates if applicable and insure the contents and are responsible for public liability insurance.

**F16/07/27 Clarification of cemetery revenue** changes re residents who have moved out of the parish.

The Clerk explained that the recent minuted response in the council draft minutes to a letter concerning the internment of a former resident who died outside the parish does not correspond to the written guideline for charging that have been in force for several years and that she, as an officer of the council, had been following.

Cllr Evans proposed that the following statement be added to those guidelines: **In the case of previous residency, the doubling of fees will be at the discretion of the Parish Council**  
Seconded by Cllr C Collier and agreed by all.

**F16/07/28 Anything brought to the Chairs attention after the agenda published.**

**F16/07/29 Dates of next meetings**

CPC Meeting - Monday 8th August 2016

Finance & Planning – Monday 22nd August 2016

The meeting closed at 7.20pm.