

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD MONDAY 28th
NOVEMBER 2016 at 7pm IN THE BOARD ROOM OF THE FEOFFES TOWN HALL,
COLYTON**

Present – Cllrs C Collier, A Parr, B Collier, C Pady, S Real. K Clifford, A Jarman, H Evans R Turner, P Gibbins, J Hay, Dist Cllr G Godbeer and E Berry (Clerk).

- F16/11/63.** Apologies for absence: P Dean
- F16/11/64.** The Minutes of the Finance Committee Meeting held on 24th October 2016 (Appendix N) were approved and signed as being a true record of that meeting.
- F16/11/65** There were no matters arising from the minutes
- F16/11/66** Democratic Period – opportunity for public questions & comments. (Total time 15 minutes, each individual 3 minutes). No members of the public present.
- F16/11/67** Cllr Turner proposed that the Terms of reference for the Finance Committee be accepted and published, seconded by Cllr Evans and agreed by all.
- F16/11/68.** Balanced Accounts for the period 1st April – 31st October 2016 - noted
- F16/11/69** Cllr Real proposed the following be paid, seconded by Cllr Pady and agreed by all.

3791	Miss E Berry	Salary Post Bank Mileage 30 x 0.45 Padlock for Tennis Courts	£755.06 £9.45 £13.50 £3.69		£781.70
3792	Mr J Rollings	Salary Mileage 55 x 0.45 Fuel	£800.76 £24.75 £5.81		£831.32
3793	HMRC	Tax £410.40 NI Employee £86.03 NI Employer £97.84			£594.27
DD	NEST	Pension Contributions	Employees £8.72	Employer £10.90	£19.62
3794	Axminster DAPC	Annual Subscription 2016/17			£10
3795	David Oliver	Rattlebox Theatre Company – Colyford Playpark presentation			£160
DD	Opus Energy	Electric	4.07	0.20	£4.27

3796	J Tharp	P3 Contract – surface vegetation cutting,			£280
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a) Audit for July – September due – Cllr A Parr.

(However The new Model Financial Regulations state: “On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council or Finance Committee.”

Signatories are not banned from carrying out the checks. It’s just good practice to get someone with no access to the bank account to check reconciliations from time to time).

- b) Cllr Real proposed the purchase of new telephone answering machine from Argos at a cost of £24.99, seconded by Cllr Pady and agreed by all.
- c) Cllr Evans proposed that mileage payment at a rate of 0.45p/mile & car parking be paid for a volunteer attending the strimmer course at Stover Park, seconded by Cllr B Collier and agreed by all.
- d) Email from EDDC with details of a reduction of 56% in our Council Tax Support Grant. The draft Budget was discussed especially the granting of a donation to The Playing Fields Committee as a contribution towards a new gang mower. (This can be granted under section 19 of the Local Government (Miscellaneous Provision) Act 1976 which empowers the Council to contribute by way of a grant or loan towards the expenses incurred or to be incurred by any voluntary organisation in providing any recreational facilities.) It is hoped that matched funding can be offered by the Football Association and that and other sources of funding are being pursued by the Playing Field Committee.
- e) Locality budget funding of £728 has been awarded to the Living Memories project organised by the Memory Lane Foundation and will be held in CPC account until they require it. Min ref F16/10/60 – noted.

F16/11/70. Items received after the agenda published – to be noted

The Carnival Committee have ordered the new play equipment for Road Green at a cost of £10301.61. Their money is in a 90 day notice account so a request will be made to the CPC that if necessary, can the CPC pay the invoice and the CC will refund the money?

F16/11/71 Dates of next meetings

Council Meeting - Monday December 12th
Finance & Planning – Monday December 19th

There being no other business the meeting closed at 7.25pm.