

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD  
VIA ZOOM ON MONDAY 23<sup>rd</sup> NOVEMBER 2020 AT 7pm.**

**Present:** Cllrs H West, C Denny, E Jones, R Watts (part time attendance) K Clifford, J Hay, P Arnott, A Parr, S Real, J Gardiner and C Pady. Also S Haines (clerk)

**Members of the Public:** 2

*Request that those who are recording **declare so and conform to standing orders and GDPR legislation (states the public entitled to anonymity so need to know if meetings are being recorded to exercise that right).***

**F20/11/91 Election of new Chair and Vice Chair.** Cllr West proposed that Cllr Watts be the new Chair of Finance, this was seconded by Cllr Jones. No other proposals were put forward and this was agreed by all. Cllr Watts accepted the post. Cllr West proposed that Cllr Gardiner be the new Vice Chair, this was seconded by Cllr Real. No other proposals were put forward and this was agreed by all. Cllr Gardiner accepted the role. Cllr Watts then stated that due to ill health he would now leave the meeting and asked Cllr Gardiner to chair, this was agreed.

**F20/11/92 Apologies for absence.** None

**F20/11/93 The Minutes of the Finance Committee Meeting held on 26<sup>th</sup> October (Appendix P) to be approved.** Proposed by Cllr Pady, seconded by Cllr Clifford and agreed by all.

**F20/11/94 Matters arising from the minutes.** None

**F20/11/95 Declaration of Interests.** None

**F20/11/96 Democratic Period** – opportunity for public questions & comments. No members of the public wished to speak

**F20/11/97 Balanced Accounts for the period 1<sup>st</sup> – 31<sup>st</sup> October 2020.** Cllr West proposed these be accepted, seconded by Cllr Jones and agreed by all.

**F20/11/98 Accounts to be presented for payment.**

**BACS Mr J Rollings Salary 889.61 Mileage 75 X 0.45 33.75 Toolstation Adhesive and sealant 4.84 VAT 0.97 Minus pension contribution 80.00. Total 849.17 pounds.**

**BACS Mrs S Haines Salary 807.42 Overtime 6hrs 69.00 Holiday pay not taken 207.00 Stamps and recorded delivery 9.86 Zoom subscription November 11.99 VAT 2.40 Zoom subscription for the year 119.90 VAT 23.98 Minus pension Contribution 45.00. Total 1206.55 pounds.**

**BACS HMRC PAYE 227.40 NI Employee 84.06 NI Employer 113.23. Total 424.69 pounds.**

**DD Nest pension Employee contribution 125.00 Employer contribution 29.53. Total 154.53 pounds.**

**BACS Archant Online job advert on jobs.24 for clerk maternity cover. Total 20.40 pounds**

**BACS Archant Paper advert in Midweek Herald, Sidmouth Herald and Exmouth Journal for maternity cover. 302.50 VAT 60.49. Total 362.99 pounds.**

**BACS Prepared Media Advertising in South West Times for clerk maternity cover. 150.00 VAT 30.00 Total 180.00 pounds.**

**BACS Cliff Marriott Govers Meadow Gardens 200.00 Total 200.00 pounds.**

The above accounts were approved for payment, proposed by Cllr Real, seconded by Cllr Jones and agreed by all.

- a) Budget comparison circulated to all Councillors. Noted
- b) Budget Version 1 for 2021/22 for discussion. Clerk to re-send.
- c) Donation of 20 pounds to be made to the Beer British Legion for the poppy wreath laid by the Parish Council, this could come out of the Chairman's 65 pound discretionary fund. Cllr Parr explained that the Beer British Legion supplied the poppy wreath that was laid on behalf of the Parish Council. Cllr Parr also explained that Keith Jones fired the gun salute on Wednesday morning at 11am and a letter of thanks should be written. Cllr Jones proposed the money be donated out of the budget, this was seconded by Cllr Clifford and agreed by all.
- d) Councillor thoughts on taking on somebody to do an annual or bi-annual cut on the Govers Meadow gardens. It was agreed that Cllr Clifford would compile a list of all gardens in Colyton and Colyford then invite people to tender for the work.
- e) 2 Quotes received for the Electrical inspection due at the Rosemary Lane store in December. Cllr Jones proposed that Mr Bland should be asked to complete the works at the quoted price of 100 pounds, this was seconded by Cllr Real and agreed by all.

- f) Quote received to complete tree works needed up at the cemetery. Cllr Real proposed we accept the quote received from Mr Mair as we have used him before and he is extremely professional, that was seconded by Cllr West and agreed by all.
- g) Annual CIL report for discussion and approval to be published on the PC website and EDDC website. Cllr West proposed we accept this report as correct and for publication, this was seconded by Cllr Pady and agreed by all, Cllr West also stated that as some of the houses on the Saxon Mead development on the Coly Road have been sold then CIL should be being received by EDDC, clerk to email EDDC and ask for updates.

**F20/11/99 S106 – Request for meeting.** It was agreed that the committee should be made up of Cllrs Gardiner, West, Jones, Pady and Arnott. Clerk to re-send out latest documentation to these Cllrs and arrange a Zoom meeting to discuss where to go from here. A meeting was held with Russ Holbert of Maverick Constructions to discuss the possibility of a new skate park as there have been many complaints about the state of the current one and the noise created by it. This will be added to the list of suggestions to be discussed and voted on by the public. However this will be an extremely costly project and grants will need to be applied for to help cover the cost. The amount in the S106 fund and the CIL money will not cover it.

**F20/11/00 Dates for interviewing for clerks temporary replacement.** Cllr Gardiner asked how many applicants there have been, the clerk confirmed there have been two. Cllr Jones asked if they fit the personal profile for the role? Cllr Parr explained that questions are generated from the job description, that is how it has been done in the past and usually the Chair, Vice Chair and Chairs of the committees will do the interview. Cllr Arnott confirmed that the interview would have to be done over Zoom due to Covid restrictions. Cllr Gardiner asked the clerk to arrange with the two candidates when they are available to interview and liaise with the relevant Cllrs.

**F20/11/01 Anything brought to the Chairs attention after the agenda published to be noted.** Cllr Pady announced that he had contacted several people and asked them to tender for the very large job of laying the lower hedge up at the allotments. The Quotes should be received in time for the December Full meeting so to be placed under the finance section.

**F20/11/02 Dates of next meeting.**

**Full CPC Meeting- Monday 7<sup>th</sup> December.**

**Finance & Planning Meeting –Monday 14<sup>th</sup> December.**

**Meeting closed: 19:40.**