**FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING**

**HELD ON 10TH JUNE 2024 AT 7.00PM**

**Present:**

Cllr A Allen Cllr M Evans

Cllr S Brooke Cllr D Fletcher

Cllr C Burton Cllr S Oldrieve

**In attendance:**

Mr M Wells – Town Clerk

Ms A Christie - Assistant Town Clerk

A member of the Resident’s Association

A member of the Neighbourhood Watch Association

*The meeting was opened by Cllr Brooke.*

**FR&GP.24/32 Election of Chairperson of the Finance, Resources & General Purposes Committee for 2024/25**

Cllr Brooke nominated Cllr Fletcher for Chairperson of the Finance, Resources & General Purposes for 2024/25. The nomination was seconded by Cllr Oldrieve. Cllr Fletcher accepted the nomination.

**Resolved:**

As there were no other nominations, Cllr Fletcher was duly elected to serve as Chairperson of the Committee for 2024/25.

*The remainder of the meeting was chaired by Cllr Fletcher.*

Cllr Burton as outgoing Committee Chairperson was thanked for his hard work and commitment in the role.

**FR&GP.24/33 Election of Vice-Chairperson of the Finance, Resources & General Purposes Committee for 2024/25**

Cllr Fletcher nominated Cllr Kennedy as Vice-Chairperson of the Finance, Resources & General Purposes Committee for 2024/25. The nomination was seconded by Cllr Brooke. Cllr Kennedy had accepted nomination if nominated.

**Resolved:**

As there were no other nominations, Cllr Kennedy was duly elected to serve as Vice- Chairperson of the Committee for 2024/25.

**FR&GP.24/34 Apologies for absence**

Cllr G Kennedy – Personal commitment.

**FR&GP.24/35 Declarations of Interest**

None.

**\*\*Public Participation:**

A member of the Resident’s Association thanked the Town Council for permitting the Contemporary Craft Festival organisers to use Mill Marsh Park for the recent Craft Festival event which attracted visitors from far and wide.

A member of the Neighbourhood Watch Association made an enquiry about grass cutting in Rendell’s Meadow as it appeared overdue following the recent ‘No Mow May’.

**FR&GP.24/36 Minutes**:

i) The minutes of the meeting held on 22nd April 2024 *(\*copy previously circulated)* were confirmed as a correct record and were approved.

ii) Cllr Burton updated members around item FR&GP.24/30 (Traffic Management Plan) advising that a meeting had been held with DCC Highway Officers about the previous traffic enhancement schemes/proposals and that a report will be prepared for members to consider at a future meeting in relation to scheme funding and priorities.

**FR&GP.24/37 Standing Item – Climate and Ecology Emergency:**

Membersnoted the Council Declaration to embed the climate and ecology emergency declaration across all Council services, activities, plans and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

Cllr Burton referred to the reported high temperatures in India and the multiple deaths of election officials due to these temperatures and heatstroke.

Cllr Oldrieve reminded members of the Great Big Green Week and associated activities taking place in Bovey Tracey on Saturday 15th June.

**FR&GP.24/38 Accounts & Financial Statement**:

i) Members received and approved payment and receipt transactions between 15th April 2024 and 31st May 2024 *(\*copy previously circulated).*

ii) Members received and approved the bank reconciliation between 15th April 2024 and 31st May 2024 *(\*copy previously circulated).*

iii) Members received and noted the balances and borrowing as below:

General Account: £ 12,427.34 (as at 31.05.24)

Income/Precept A/C: £ 167,287.81 (as at 31.05.24)

Capital A/C: £ 45,226.98 (as at 31.05.24)

CIL A/C: £ 206,752.71 (as at 31.05.24)

National Lottery Grant: £ 11,063.30 (as at 31.05.24)

Redwood Bank (Rev) £ 85,000.00 (as at 31.05.24)

Charity Bank Invest (Rev) £ 85,000.00 (as at 31.05.24)

Cambridge & Counties (CiL) £ 85,000.00 (as at 31.05.24)

Nationwide Build Soc (CiL) £ 85,000.00 (as at 31.05.24)

B’hamshire Build Soc (Cap) £ 110,000.00 (as at 31.05.24)

Borrowing

Public Sector Works Loan £ 377,854.31 (as at 31.05.24)

**FR&GP.24/39 Policy Reviews**

Members reviewed the policies and considered making a recommendation to Full Council to re-adopt the following:

- Treasury & Investment Policy (*\*copy previously circulated*)

- Social Media Policy (*\*copy previously circulated*)

- CiL Community Groups Policy (*\*copy previously circulated*)

**Resolved:**

Following discussion, members resolved to:

* Approve the Treasury & Investment Policy as circulated and recommend to Full Council to re-adopt
* Approve the Social Media Policy with amendments and recommend to Full Council to re-adopt with the following amendments:

i) include reference to not passing on contact details ‘without obtaining prior permission’ (section 4).

ii) inclusion of staff members and Councillors (section 4).

iii) Amendment to state that council emails should not be used to conduct personal business (section 4).

* To form a task & finish group (Cllrs Brooke, Burton, the Town Clerk and a member of Recreation, Parks & Property Committee) to review the CiL Community Groups Policy and bring a draft proposed set of regulations to the next FR&GP Committee meeting. The Town Clerk to invite feedback from all Councillors.

**FR&GP.24/40 Internal Audit Report – Year End 31st March 2024:**

Members discussedthe recommendation(s) and subsequent action(s) highlighted within the audit report *(\*copy previously circulated).*

**Resolved:**

Following discussion, members resolved to approve the Internal Audit Report as circulated for Financial Year end 31st March 2024.

**FR&GP.24/41 Direct Debits and Standing Orders:**

Members receivedand considered approvingalist of Direct Debit/Standing Order payments *(\*copy previously circulated).*

**Resolved:** To defer the approval of the Direct Debit/Standing Order list until the Contracts and all associated values and review/expiry dates are added.

**FR&GP.24/42** **Community Infrastructure Levy (CiL) Annual Report 2023/24:**

Members received the Annual CiL Financial Report for 2023/24 and considered approving the publication of the report in accordance with regulation 62A of the Community Infrastructure Levy (CiL) Regulations 2010 (as amended) (*\*copy previously circulated*).

**Resolved:**

i) The CiL Annual Financial Report 2023/24 was received and noted.

ii) The publication of the report was approved in accordance with regulation 62A of the Community Infrastructure Levy (CiL) Regulations 2010 (as amended).

**FR&GP.24/43 Financial Regulations:**

Members received a deferred item from Full Council to review and consider adapting the new regulations, prior to recommending adoption to Full Council ([*\*copy previously circulated*](https://www.dropbox.com/scl/fi/7rfnfv8roffyb4i90e8wp/10.06.24-NALC-model-financial-regulations-May-2024.docx?rlkey=hby2zahyccs4e9ismrcwhfldq&dl=0)).

**Resolved:** To instruct the Town Clerk to review the document and adapt as appropriate and make changes in accordance with the current limitations of the existing Regulations and return to a future meeting for formal consideration.

**FR&GP.24/44 Taking Advice from Counsel - Estate of Michael O'Brien Insall:**

Members received correspondence from the Council’s Legal Advice Service and considered a recommendation to appoint a Barrister to obtain Counsel advice ([*\*copy previously circulated*](https://www.dropbox.com/scl/fi/jebtxw1fd0e4ep9q80b5r/10.06.24-Counsel-Opinion.pdf?rlkey=j4umo03l7w0ai1nn0lr6whnml&dl=0)).

**Resolved:** To proceed with the appointment of quotation 4 at a cost of approximately £1,000 - £1,500.

**FR&GP.24/45 Electronic Devices Report:**

Members received a report from the Town Clerk and considered the recommendations within ([*\*copy previously circulated*](https://www.dropbox.com/scl/fi/p27yl1ysel3q99qf3vo87/10.06.24-Electronic-Devices-Report.pdf?rlkey=57l40vbf63t1fbcgax0ehfk52&dl=0)).

**Resolved:** To instruct the Town Clerk to identify an appropriate policy for the use of devices and to defer further consideration of the report until such time as an appropriate policy has been identified and considered by members.

**FR&GP.24/46 Public Toilets – Contract Cleaning**

Members considered:

1. Renewing the appointment of the current Contractor for unlocking, locking and cleaning the public toilets for a further 12-months.
2. Approving the proposed contract cleaning cost increases as below:

2023/242024/25

Station Road Public Toilets £712.80pm plus vat £773.38pm plus vat

Recreation Ground Public Toilets £274.27pm plus vat £297.58pm plus vat

**Resolved:**

i) To renew the appointment of the current Contractor to unlock, lock and clean the public toilets for a further 12 months.

ii) To approve the proposed contract cleaning costs as above.

**FR&GP.24/47 Matters brought forward by Councillors/Clerk:**

- **Cllr Fletcher** suggested that there were no significant newsworthy items to communicate externally.

- **Cllr Fletcher** referred to the Youth Café Quarterly Report circulated with the agenda and thanked the Youth Café for a comprehensive quarterly report update, following their recent grant funding award ([*\*copy previously circulated*](https://www.dropbox.com/scl/fi/mf2fn5ggnlhv9t501heyc/10.06.24-Operational-report-to-Trustees-and-town-council-update-May-2024-002.docx?rlkey=c9mzqkkzqtmd6nja1cg990wra&dl=0)*)*

The meeting closed at 8:38pm.