

IVYBRIDGE TOWN COUNCIL

Minutes of the Policy and Resources Committee Held on Monday 13 November 2017 at 7.00pm

Present: Cllr A Khong (Chairman)
Cllr P Dredge
Cllr D Gray-Taylor
Cllr Mrs S Hladkij
Cllr Mrs A Laity (Vice Chairman)
Cllr R Wilson

In attendance: Mrs L Hughes, Town Clerk
Pauline Cleal, Finance Officer
Cllr Mrs S Rutley

PR17/041 **APOLOGIES:** Apologies for absence were received from Cllr T Parsons.

PR17/042 **INTERESTS TO BE DECLARED:** The Chairman invited the declaration of any interests and Cllr Khong declared an interest in cheque numbers 014194, 014214 and 014222, Cllr Dredge declared an interest in cheque number 014212. There were no other declarations.

PR17/043 **ACCOUNTS FOR PAYMENT:** Members considered the accounts for payment for the period to 31st October 2017 (previously circulated). Cllr Dredge mentioned a few payments but these were mainly the regular Bacs payments and there was nothing significant to report.

It was **RESOLVED** that the list for payments be approved in the total sum of £84,942.54.

PR17/044 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to the report on the accounts for the period to 31st October 2017 (previously circulated). Cllr Dredge informed the Members that he met with the Finance Officer earlier to look through the accounts. He advised that by looking at the percentage of spend it gave a good indication of the amount of budget spent, however there were circumstances where this could be misleading for example if a grant had been paid then this would show as 100% of budget spent.

Cllr Dredge made reference to the investment in the Coffee Shop and that it would take time to recover the initial expenditure but that

this was to be expected and he had discussed this with the Business Manager and that the Watermark Committee would monitor at their meetings.

It was **RESOLVED** to receive the accounts for the period to 31st October 2017.

PR17/045

DEBTORS UPDATE: A report outlining the debtors up to 31st October 2017 was considered (copy previously circulated). Cllr Dredge advised the Committee that he had discussed the most up to date position with the Finance Assistant earlier in the day and that most of the long outstanding debts had been paid. Cllr Dredge then referred to debt E001 and the report from the Finance Assistant. As this dated back a significant amount of time and all steps had been taken to recover the debt Cllr Dredge requested that the Committee agree to write the debt off.

It was **RESOLVED** that the update be received and the debt for E001 be written off with thanks recorded to the Finance Assistant for her efforts to ensure that outstanding debts were chased and payments secured.

PR17/046

ROOM RATES AND OTHER CHARGES: Consideration was given to the report from the Finance Officer (previously circulated) regarding room rate increase. The Committee discussed the recommended increase and agreed to increase room rates by 3% CPI.

It was **RESOLVED** to increase the rates by the suggested percentage.

PR17/047

INTERNAL AUDIT REPORT: Consideration was given to the Internal Audit Report from Auditing Solutions Ltd (previously circulated).

The first visit was on the 9 October 2017 and this is the initial report. A second visit is due on the 22 November 2017. Cllr Dredge explained that Auditors usually obtain an impression of how financial records are maintained and the Auditor had outlined that in his report as he commended the Finance Officer and Finance Assistant for the well maintained financial records. There were a couple of comments which need to be discussed further and at his second visit Cllr Dredge and Cllr Mrs Rutley along with the Finance Officer will be meeting the Auditor to discuss the Audit plan and to discuss his first report.

It was **RESOLVED** to welcome the positive report and the comments in respect of the finance team and to note that the report will be discussed with the Auditor at his next visit.

PR17/048

BUDGETS: Consideration was given to the Budget Report and the draft budget (previously circulated). The Town Clerk provided an update with regard to the draft budget. The Committees would be looking at their budgets over the coming month and this would be brought back to the Policy and Resources Committee in December for consideration and then recommendation to Full Council.

It was noted that in the budget report for 2017/18 that the Town Hall Clock would need major repairs and the Committee agreed to finance this from the Equipment Reserve as it was identified that the Hall was an integral part of the Town and needed to be repaired.

It was also agreed to commemorate the 100 anniversary of the end of the First World War and that funding would be made available.

It was **RESOLVED** that the draft Budget and the proposals in the report be supported with the final Budget being considered at the Policy and Resources meeting in December.

PR17/049

BUTTERPARK EVALUATION CRITERIA: The Information Pack (copy previously circulated) was considered. The Town Clerk gave a verbal update regarding the legal process and the expression of interest procedure along with a brief outline of the County's conditions.

Cllr Wilson enquired about the asbestos survey on the site and the Town Clerk confirmed this had been undertaken and a report was due to be received shortly.

It was **RESOLVED** to welcome the documentation and the professional support being given by Foot Anstey in respect of the purchase and evaluation criteria.

PR17/050

HEALTH AND SAFETY UPDATE: The Committee considered the report (copy previously circulated) and noted that the BMX area was now secure.

It was **RESOLVED** to note and receive the report.

PR17/051

UPDATE AND INFORMATION: The Committee considered the report (previously circulated) and in respect of LloydsLink Online when the full changes to the online system were known then the Finance Officer would be working with Cllr Dredge to ensure that all necessary security checks are in place.

It was **RESOLVED** to note and receive the information.

The meeting closed at 8.05pm

Signed..... Dated.....
Chairman