

IVYBRIDGE TOWN COUNCIL

**Minutes of the Policy and Resources Committee
Held at the Town Hall on Monday 16th October 2023 at 7pm**

Present: Cllr A Spencer (Chairperson)
Cllr P Dredge
Cllr S Hladkij
Cllr A Khong
Cllr A Rea
Cllr L Rea

In attendance: Mrs Kate Elliott-Turner, Town Clerk
Mrs Pauline Cleal, Senior Finance Officer

PR23/019 **APOLOGIES:** Apologies were received from Cllr K Pringle.

PR23/020 **INTERESTS TO BE DECLARED:** The Chairperson invited the declaration of any interests. There were no interests declared.

PR23/021 **ACCOUNTS PAID:** Members considered the accounts paid for the period August 2023 (copy previously circulated). A query was raised regarding use of the charge card to purchase a Goal Post. A brief discussion took place with regard to what types of purchases the cards were used for and it was agreed this was an alternative way to make purchases, including in an emergency. The payments regarding the decoration of the Town Hall and the external auditor were also highlighted.

It was **RESOLVED** to receive and authorise the list of payments including Bacs and Faster payments for August 2023 in the sum of £133,569.01.

PR23/022 **INCOME AND EXPENDITURE ACCOUNTS:** Consideration was given to a report on the accounts for month end August 2023 (copy previously circulated). The insurance figure covers the period up to the 31st March 2024, and therefore is a was in part a pre-payment for next financial year, also that very little expenditure has been spent from the community grants. It was confirmed that all groups wishing to receive a grant from the council now have to apply, and this includes the previous groups itemised. The new grant policy and application form is on the website. A reminder will be sent to the previously itemised groups for this year. The Town Clerk suggested that a formal feedback form could be introduced for those successful in being awarded a grant. Members noted that the decoration for the Town Hall was paid for from Reserves and the remainder recharged to the managing agent. The Watermark at month 5 was better than budget.

It was **RESOLVED** to receive the accounts for month end August 2023.

PR23/023 **DEBTORS UPDATE:** The Committee considered the aged debtors report (copy previously circulated). The Finance Officer is chasing outstanding accounts and the Senior Finance Officer explained the outstanding debt regarding Devon County Council. There were no debts of concern.

It was **RESOLVED** to receive the debtors update.

PR23/024 **INTERIM INTERNAL AUDIT REPORT:** Consideration was given to the interim Internal Audit report (copy previously circulated). The report refers to the need to review risk assessments and re-adopt formally on an annual basis, which is currently in place. The internal auditor also refers to previous concern that the council's funds are held with a single banking institution. Members and the Town Clerk agreed a review would be undertaken.

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

PR23/025 **HEALTH AND SAFETY:** Consideration was given to the health and safety report (copy previously circulated).

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

The meeting closed at 7.30pm

Signed.....

Chairman

Dated.....