

3 June 2015

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 8 June 2015 at 8.30am.

Yours faithfully,

Andrew C. Coates  
Acting Town Clerk

**Membership:** Cllrs Bush, Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock, S. Lock, Way & Mayor ex officio

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### **AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 6 May 2015 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **DONATIONS TO LOCAL ORGANISATIONS**  
Please find enclosed two applications for donations for the 2015/2016 financial year from South Molton Tourist Association and South Molton Sings for consideration by members. ENCLOSED
7. **MAYOR'S ALLOWANCE**  
The Acting Town Clerk wishes to report that the Mayor's Allowance for 2015/2016 will be £1980.00.

END

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7 July 2015

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 13 July 2015 at 6.30pm.

Yours faithfully,

Andrew C. Coates  
Acting Town Clerk

**Membership:** Cllrs Bush, Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock, S. Lock, Way & Mayor ex officio

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### **AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 8 June 2015 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **PAST MAYOR'S BOARDS**  
Please find enclosed details of costs etc in respect of proposed Past Mayor's boards for display in the Town Hall. A decision is required on whether or not to accept this quote. ENCLOSED
7. **DONATION TO LOCAL ORGANISATION**  
Following the last meeting of this Committee, when members requested further information regarding an application from South Molton Sings, this information has been provided and is enclosed for members consideration. ENCLOSED  
NB: Now that the Council has the General Power of Competence we are no longer restricted under Section 137 spending criteria.

Continued ...

FINANCE COMMITTEE

13 July 2015

8. **FIREWORK DISPLAY**

A resolution is required whether or not to host a firework event similar to last year. The estimated cost would be approximately £5000 inclusive of all associated costs.

9. **GARAGES IN PANNIER MARKET**

The RFO and Market & Property Services Manager have made provisional enquiries to convert the old Post Office garages in the Pannier Market into storage facilities which could be let to market traders or individuals. Planning approval may be required and the RFO is requesting a resolution to approve that this project proceeds. Please find enclosed initial plans for members information.

ENCLOSED

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END

5 August 2015

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 10 August 2015 at 8.30am.

Yours faithfully,

Andrew C. Coates  
Acting Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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**AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 13 July 2015 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **HEALTH & SAFETY AND EMPLOYMENT SUPPORT**  
Mr Andrew Trotter, from Peninsula Business Services, will be in attendance to address members in respect of a proposal to provide support and assistance to the Town Council in respect of the above. A report from the Acting Town Clerk outlining the proposal is enclosed for members information. ENCLOSED
7. **CEMETERY LODGE**  
Two quotes have been obtained from South Molton Kitchens and Richard Bushell to supply and fit new kitchen units at Cemetery Lodge and full details will be available at the meeting. A decision is required on which quote to accept.
8. **DONATIONS TO LOCAL ORGANISATION**  
Please find enclosed two applications for donations from South Molton Football Club and Share Music South West or consideration by members. ENCLOSED

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END

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9 September 2015

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 14 September 2015 at 6.30pm.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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### **AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 10 August 2015 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **SECTION 106 MONIES**  
The Amenity Areas Sub-Committee recently resolved to install some play equipment in the Recreation Ground for which Section 106 monies of approximately £4800 have been promised. The Clerk is requesting that this project is match funded by the Town Council up to a maximum of £6000.
7. **SOUTH MOLTON SWIMMING POOL**  
The Clerk has agreed to do the accounts for South Molton Swimming Pool for the previous financial year in order that grant monies can be obtained from North Devon Council. These accounts will require auditing by Davisons Accountants and the Clerk is requesting that the Town Council pays the fee for this to take place. The maximum requested is £800.

Continued ...

FINANCE COMMITTEE

14 September 2015

8. **YMCA SLEEPOVER – 3 OCTOBER 2015**

The YMCA are holding a 'Sleep Easy Event' in the Pannier Market on the night of 3 October 2015 and the Clerk is requesting permission for them to use the premises free of charge.

9. **ADVERTISING**

The Clerk is requesting that a budget of £2000 is allocated to advertise this year's firework and Christmas light switch on event. This is a major event which is being organised by the Town Council and will hopefully be appreciated by the whole town.

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END

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7 October 2015

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 12 October 2015 at 8.30am.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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**AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 14 September 2015 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **APPLICATION FOR A DONATION**  
Please find enclosed an application for a donation for the 2015/2016 financial year from South Molton Volunteer Bureau. ENCLOSED
7. **RECYCLING FACILITIES**  
The Clerk has obtained a quote to provide recycling facilities in South Molton for an interim period. A resolution is required whether to provide this facility at Central Car Park on a temporary basis. ENCLOSED.
8. **PURCHASE OF SCAFFOLD TOWER**  
The Clerk is recommending that the Town Council purchases a scaffold tower for the sum of £1065.99 plus VAT and permission is requested to proceed with this purchase.

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END

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3 November 2015

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 9 November 2015 at 6.30pm.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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#### **AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 12 October 2015 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **APPLICATION FOR A DONATION**  
Please find enclosed an application for a donation for the 2015/2016 financial year from The Twinning Association for consideration by members. ENCLOSED
7. **HALF YEARLY ACCOUNTS**  
Please find enclosed a copy of the half yearly accounts for the period ending 30 September 2015 which requires members approval. Also enclosed is an explanation of significant variances compared to the previous year. ENCLOSED
8. **INTERNAL AUDIT REPORT**  
Please find enclosed a copy of the Interim Audit Report for 2015/2016 for members information. ENCLOSED

Continued ...



FINANCE COMMITTEE

9 November 2015

9. **SOUTH MOLTON MUSEUM**

The Museum Curator is asking that South Molton Town Council underwrites the cost of the Christmas meal for the Museum Volunteers. The amount required is £200 at £20 per head. A copy of the letter is enclosed for members consideration and resolution.

ENCLOSED

10. **TABLE STORE IN PANNIER MARKET**

The Market Manager is requesting that the floor area in the table store be concreted over at an approximate cost of £525.

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END

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9 December 2015

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 14 December 2015 at 8.30am.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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**AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 9 November 2015 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **APPLICATION FOR A DONATION**  
Please find enclosed an application for a donation for the 2015/2016 financial year from North Devon Voluntary Services Ltd for consideration by members. ENCLOSED
7. **REVIEW OF CHARGES**  
Please find enclosed details of charges to be reviewed. The Clerk will report to members and all charges are open for discussion. ENCLOSED

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END

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13 January 2016

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 18 January 2016 at 6.30pm.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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**AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 14 December 2015 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **PATHFIELDS BUSINESS PARK PHASE 4**  
Members are asked to approve that in order to proceed with the Outline Planning Application for the above as instructed by the Town Council, a Traffic & Surface Water Assessment needs to be commissioned at an approximate cost of £4000. This is the lower of the quotes received.
7. **PROVISION OF ADDITIONAL DOG BINS**  
Cllr Lewis has requested that consideration is given to positioning two additional dog bins in West Street and East Street. Members are asked to note that each bin supplied by the Town Council costs £4 per week to empty in addition to the initial purchase and positioning costs.
8. **CONTRACTED OUT SERVICES**  
Please find enclosed details of Contracted out Services as requested by Cllr Bushell. ENCLOSED

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END

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10 February 2016

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 15 February 2016 at 8.30am.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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**AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee                      18 January 2016                      ENCLOSED
5. **ACCOUNTS FOR PAYMENT**                      ENCLOSED
6. **DONATION TO LOCAL ORGANISATION**  
Mrs L. Winter will be in attendance to address members regarding an application from NDVS which was deferred from the previous meeting in order that further information could be obtained. Please find enclosed a copy of the application form and relevant information.                      ENCLOSED
7. **TOURIST INFORMATION OFFICE**  
A decision is required whether or not to give the Tourist Information Office a further rent free period for the forthcoming financial year for their office at 1 East Street until an alternative location can be found.
8. **GARAGE – REAR OF 1 EAST STREET**  
Please find enclosed a copy of a letter from the tenant of the single garage at the rear of 1 East Street for members information.                      ENCLOSED

Continued ...

FINANCE COMMITTEE

15 February 2016

9. **PURCHASE OF TABLES, CHAIRS AND STAGING**

A request has been made to purchase lightweight staging and twenty trestle tables for the Town Hall, and 200 chairs for Pannier Market events. Cllr Cornelius will report further on this proposal and a resolution will be required whether or not to purchase the above items.

10. **DOG BINS**

Further to a decision at the last meeting the Town Clerk has obtained information regarding the disposal of dog poo in normal litter bins. The Town Clerk has spoken to JJ Bins, who empty the dog bins, and he has confirmed that all dog bins are always more than half full when they are emptied. A resolution is required whether to position our own dog bins in East Street.

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END

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9 March 2016

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 14 March 2016 at 6.30pm.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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**AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 15 February 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **ITEMS TO BE SENT TO SHAMA**  
Several items (books, tools, sewing machines) are currently being stored at 1 East Street. Cllr Worden and Cllr S. Lock have asked that these be sent to Shama to help in the schools there. An approximate cost of the container load is £1000. A resolution is required whether or not to agree to these costs of transport to Shama.
7. **DOCUMENTS FOR APPROVAL**  
Please find enclosed the following documents which require approval by members: ENCLOSED
  - i) Statement of Internal Control
  - ii) Statement of Assurance
  - iii) Risk Assessment
  - iv) Financial Regulations
  - v) Annual Investment Strategy

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END

6 April 2016

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 11 April 2016 at 8.30am.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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**AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 14 March 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **DONATIONS TO LOCAL ORGANISATIONS**  
Please find enclosed applications for donations for the 2016/2017 financial year  
from the following: ENCLOSED  
South Molton & District Archive & Local History Society  
Torridge, North, Mid & West Devon Citizens Advice  
The PIP Centre
7. **CEMETERY PATH**  
The Clerk has obtained a quote, in the sum of approximately £1500, to carry out  
some remedial works to a path in the Cemetery which has sunk and is  
requesting members approval for this work to proceed.
8. **GARDEN OF REST**  
The Clerk will provide further details on a suggestion to tarmac the paths in the  
Garden of Rest and approximate costings should be available at the meeting.  
A decision is required whether or not to proceed with this proposal.

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END

4 May 2016

Dear Sir/Madam,

I hereby invite you to attend a meeting of the Finance Committee of the South Molton Town Council to be held in the Garden Room, The Amory Centre, 125 East Street, South Molton on Monday 9 May 2016 at 6.30pm.

Yours faithfully,

Andrew C. Coates  
Town Clerk

**Membership:** Cllrs Bushell, Cornelius, Foster, Kingdon, Lewis, C. Lock,  
S. Lock, Way, Yeo & Mayor ex officio

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### **AGENDA**

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**  
Finance Committee 11 April 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **PROPERTY FUND**  
The Town Council invested £50,000 in May 2014 in The Local Authorities Property Fund and this has produced an average net dividend yield of 4.75% plus a £6000 capital gain in that period. The Clerk is requesting that we transfer a further amount to this fund from our capital account. A resolution is required to fix an amount to be invested. ENCLOSED
7. **PANNIER MARKET GATES**  
Three quotes have been requested to install new gates at the entrance to the Pannier Market, as per the recently approved planning application, and full details will be provided at the meeting. A decision is required which quote to accept in order for these works to commence as soon as possible.

Continued ...



FINANCE COMMITTEE

9 May 2016

8. **TOILET REFURBISHMENT**

The Clerk will report on a quote received from our preferred contractor for the above and is requesting that a maximum budget of £6000 is agreed for the reconfiguration of the disabled toilet in the Pannier Market as per the Town Council's recent planning application. This will include anti-vandal toilet and fittings.

9. **TOURIST INFORMATION CENTRE**

Please find enclosed a copy of a letter from the Tourist Association regarding the proposed relocation of the Tourist Information Centre to the office in the Town Hall. A resolution is required whether or not to accept the terms as detailed in their letter.

ENCLOSED

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END