

15 June 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 20 June 2016 at 8.30am.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 9 May 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **DONATIONS TO LOCAL ORGANISATIONS/INDIVIDUALS**
Applications for donations have been received from The PIP Centre, South Molton Town Band and Mrs Elaine Symons and these are enclosed for consideration by members. ENCLOSED
7. **ICE SKATING RINK**
The Clerk has obtained a quote from Leisure Skate Ltd to have a synthetic skating rink in the Pannier Market on 18 November 2016 for the planned Christmas Lights Switch on and Firework Display. The approximate cost for a 10 metre x 10 metre rink for one day is £2495.00. A decision is required whether or not to appoint this company.

Continued ...

FINANCE COMMITTEE
20 June 2016

8. **FIREWORK DISPLAY**

Members will be aware that there has been a budget of £3500.00 already allocated for this year's display and the Clerk is requesting that consideration be given to increasing this budget by £500 to enable a dual site display with enhanced fireworks to take place as a finale.

9. **RECYCLING BINS – CENTRAL PARK**

Members are asked to note that the six month trial period in respect of the above has now expired and a decision is required whether or not to continue providing this service. The Clerk will provide further details at the meeting.

10. **ACCOUNTS FOR YEAR ENDING 31 MARCH 2016**

- a) Please find enclosed a copy of the above accounts for members approval. ENCLOSED
- b) The Annual Return requires approval by members. ENCLOSED
- c) The Analysis of General Reserves and Capital Reserves requires approval by this Committee. ENCLOSED
- d) The Bank Reconciliation for the year ending 31 March 2016 requires approval and signature by the Chairman of this Committee and the Responsible Finance Officer. ENCLOSED
- e) Please find enclosed a copy of the Internal Auditors Report which requires noting and approval by members. ENCLOSED

END

6 July 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 July 2016 at 6.30pm.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 20 June 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **DONATIONS TO LOCAL ORGANISATIONS/INDIVIDUALS**
Applications for donations have been received from South Molton & District Community News and South Molton & District Tourist Association and these are enclosed for consideration by members. ENCLOSED
7. **STAGING**
Cllr Cornelius has requested that consideration be given to purchasing further staging to supplement the items previously purchased. A quote has been received in the sum £2991.48 for the items required. A decision is required whether or not to purchase this additional staging.
8. **QUARTERLY ACCOUNTS**
Please find enclosed a copy of the quarterly accounts for the period 1 April 2016 to 30 June 2016 as previously requested by members. ENCLOSED

END

10 August 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 August 2016 at 8.30am.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 11 July 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **DONATIONS TO LOCAL ORGANISATIONS**
Please find enclosed applications for donations from South Molton Community Connections and TorrAGE Ageing Well for consideration by members. ENCLOSED
7. **SOUTH MOLTON MEDDLERS**
8. South Moton Meddlers have requested a budget of £750.00 for equipment and materials for the next year for improvements and works carried out around the town. This includes painting litter bins and bollards and sundry equipment to help improve the appearance of the town. A resolution is required whether or not to approve this request.

END

7 September 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 12 September 2016 at 6.30pm.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 15 August 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **DONATIONS TO LOCAL ORGANISATIONS**
Please find enclosed an application for a donation from Okehampton Open
Duke of Edinburgh Award Group for consideration by members. ENCLOSED
7. **INTRUDER ALARM – TOWN HALL**
The Town Clerk has obtained a quote to upgrade the intruder alarm system in
the Town Hall in the sum of £1293.00 plus VAT and is recommending that this
quote be accepted. The Clerk will provide details of the proposed works at the
meeting.

END

29 September 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 Wednesday 5 October 2016 at 8.30am.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 12 September 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **INTRUDER ALARM – TOWN HALL**
Following the Finance meeting last month, when it was resolved that Cllr Goodman investigates further regarding the quote for the Town Hall intruder alarm, a Resolution is required whether or not to accept the revised quote of £1400.00 which now includes a movement sensor at the top of the Assembly Room stairs and also a set indicator light above the first floor keypad. Also the Town Clerk has looked into the costs for a designated key holder in the case of a call out and the costs for the Amory Centre and the Town Hall are £180.00 per annum and a £30.00 call-out fee on each occasion the alarm is triggered. A Resolution is required whether or not to accept this proposal.
Continued...

7. **PANNIER MARKET EVENT**

A letter is enclosed asking for a refund of the costs of the Pannier Market for a charity event held in September 2016. A Resolution is required whether to refund part of the fee or not. ENCLOSED

8. **CHRISTMAS LIGHTS**

Although a Resolution was passed in 2013 for an annual cost towards Christmas lights, the Town Clerk would like to recommend a further £5000 expenditure on enhancing the Christmas lights for this year. A Resolution is required whether or not to accept this. Please note this is out of Capital Expenditure and if accepted will be financed out of a project which came in under budget.

9. **SOUTH MOLTON SWIMMING POOL**

A request has been made by the trustees of the Swimming Pool asking if the Town Council would be prepared to pay the costs of the Solar Panels in the sum of £17,000. This would be in lieu of the potential shortfall in the grant received from North Devon Council each year whereby South Molton Town Council agreed to fund £6000 for this year. A Resolution is required whether or not to accept this request.

END

9 November 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 November 2016 at 6.30pm.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 5 October 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **QUARTERLY AND HALF YEARLY ACCOUNTS**
Please find enclosed copies of both the quarterly and half yearly accounts for the period ending 30 September 2016 which require members approval. The Town Clerk will report further on the figures at the meeting. ENCLOSED
7. **BANK RECONCILIATION**
The Town Clerk has included a bank reconciliation of all the Council's bank accounts as at 31 October 2016 for discussion with members as part of the Good Practice Code. ENCLOSED
8. **APPLICATION FOR A DONATION**
An application for a donation has been received from Northern Devon Foodbank – South Molton Branch and details are enclosed for consideration by members. ENCLOSED

Continued ...

FINANCE COMMITTEE
14 November 2016

9. **PROPERTY FUND**

Further to the resolution passed in the May Finance Committee meeting where the investment of £50,000 into the Property Fund was delayed until after the EU referendum the Town Clerk is now requesting a resolution whether or not to invest this money into the fund at this stage. The Town Clerk will furnish members with information relating to the performance of the fund since 23 June 2016.

10. **GRAND PIANO IN TOWN HALL**

The Town Clerk is requesting members views on the way forward regarding the grand piano in the New Assembly Room which has recently been removed from the stage area following the installation of new staging.

11. **MUSEUM VOLUNTEERS CHRISTMAS LUNCH**

A request has been received from the Museum Curator that the Town Council considers funding the cost of a Christmas meal for the Museum volunteers. It is envisaged this would be in the region of £200. A decision is required whether or not to allocate funding.

CONFIDENTIAL ITEM

12. **CLEANER FOR AMORY CENTRE**

The Town Clerk has already advised members that he has temporarily appointed someone to clean the Amory Centre following the resignation of the previous cleaner. The Clerk is requesting that the person concerned is formally appointed as a Town Council employee and a resolution is required on what terms and conditions are to be offered.

END

7 December 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 12 December 2016 at 6.30pm.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 14 November 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **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

END

11 January 2017

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 16 January 2017 at 8.30am.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 12 December 2016 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **DONATIONS TO LOCAL ORGANISATIONS**
Please find enclosed two applications for donations from South Molton Memory Cafe and South Molton Volunteer Bureau for consideration by members. ENCLOSED
7. **1 EAST STREET**
At the last meeting of this committee it was resolved that the Clerk find out the details of the rental income of the tenant of 1 East Street and he has previously reported his findings to members. Further consideration should be given to any change to the rent for this property.

END

8 February 2017

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 February 2017 at 8.30am.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 16 January 2017 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **USE OF ENHANCEMENT – THE GEORGE HOTEL**
Mr Mark Tucker, the proprietor of the George Hotel will be in attendance to address members regarding his proposal for the enhancement (drawing enclosed). A decision is required whether or not to accept this proposal and, if relevant, to set a rental figure. ENCLOSED
7. **AGRICULTURAL TENANCY – PART COMMON MOORS**
Cllr Foster has requested that this item is placed on the agenda to discuss the financial implications for the renewal of a lease in respect of the above which expires on 31 March 2017.
8. **APPOINTMENT OF INTERNAL AUDITOR**
The Town Clerk has previously advised members that Mr Ken Abraham, who has been the Town Council's Internal Auditor for several years, is no longer able to provide this service due to ill health. The Clerk has obtained details of another auditor, recommended by Barnstaple Town Council, and is requesting permission to appoint this auditor.
Continued ...

FINANCE COMMITTEE

13 February 2017

9. **SOUTH MOLTON RUGBY FOOTBALL CLUB**
A request has been received from the above to release the £500 previously allocated for surveys as they have now purchased the necessary land. The Clerk is requesting a resolution is passed to this effect. ENCLOSED
10. **GRAND PIANO IN TOWN HALL**
The Clerk wishes to advise members that once he has obtained a valuation he will inform members and will place this item on the Town Council agenda.

END

8 March 2017

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 March 2017 at 6.30pm.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 13 February 2017 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **EXTERNAL AUDITOR**
The Town Clerk will report on the accountants report to 31 March 2016. Please note this was not an audit qualification. Members are required to note the comments on this report. ENCLOSED
7. **INTERNAL AUDITOR**
Following the first visit of our new Internal Auditor the Town Clerk will report on the results of the Governance Audit which are enclosed for members' perusal. Also enclosed is a suggested Internal Audit Programme and, for the sake of segregation of duties, members are required to suggest areas that they would like the internal auditor to concentrate on. ENCLOSED

Continued ...

FINANCE COMMITTEE

13 March 2017

CONFIDENTIAL ITEM

Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, and having regard to the confidential nature of the business to be transacted to consider that the Press and Public be excluded from the meeting for the following item of business by virtue of relating to legal-commercially sensitive matters and/or the financial or business affairs of a person or persons other than the Council.

8. **1 EAST STREET**

The Town Clerk will report on the situation regarding 1 East Street and a resolution will be required on how to progress with regard to the commercial viability of the premises going forward.

END

12 April 2017

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 Town Hall, South Molton on Thursday 20 April 2017 at 8.30am.

Yours faithfully,

Andrew C. Coates
Town Clerk

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

AGENDA

1. Apologies for absence.
2. Chairman's announcements.
3. Declarations of Interest.
4. **APPROVAL OF MINUTES**
Finance Committee 13 March 2017 ENCLOSED
5. **ACCOUNTS FOR PAYMENT** ENCLOSED
6. **1 EAST STREET**
The Town Clerk will report on the progress regarding letting the above property. A resolution is required to approve a maximum allowance in order to renovate areas of the building prior to letting.
7. **TOWN COUNCIL POLICIES**
Please find enclosed the following policies which require annual review and approval by members: ENCLOSED
 - i) Annual Investment Strategy
 - ii) Financial Regulations
 - iii) Management of Internal Control Systems
 - iv) Statement of Assurance
 - v) Risk Assessment
8. **BUDGET FOR SOUTH MOLTON MEDDLERS**
A resolution is required to set an expenditure budget for works to be carried out throughout the town by the South Molton Meddlers during the 2017/2018 financial year.
Continued ...

FINANCE COMMITTEE
20 April 2017

9. **YEAR END BANK RECONCILIATION**

The Town Clerk will report on the year end bank reconciliation to be approved
by members.

ENCLOSED

_____ END _____