



Tiverton Town Council

Town Hall, St Andrew Street, Tiverton, Devon EX16 6PG

Town Clerk: J.F. Vanderwolfe FILCM Chartered MCIPD

Email:townclerk@tivertontowncouncil.gov.uk

Phone: 01884 253404 Fax: 01884 258550

Draft until approved

Minutes of the Finance & General Purposes Committee Meeting held in the Council Chamber of the Town Hall on Monday 26th June 2017 at 6.30pm

Present: Cllr's D Knowles (chairman), W Burke, T Lindus, G Luxton, J Rendle, A Bush, C Slade, G Luxton, S Bush, B Holdman, E Slade, S Griggs and N Davey

In Attendance: Town Clerk (Mr J Vanderwolfe)

243	Apologies: Apologies were received from Cllr's K Wilson (work), P Young (away), S Flaws (away) and L Cruwys (meeting). Resolved to accept these apologies.
244	Declarations of Interest No Declarations were made at this stage of the meeting.
245	Minutes The minutes of the meeting held on the 22 nd May 2017 Were agreed as a true record; and were signed by the chairman.
246	Matters arising from the Minutes that are not an agenda item The town clerk informed the meeting that having discussed the actual work and costings for the restoration of the picture of Henry John Temple, 3 rd Viscount Palmerston (minute 241) with Tim Everett from Everett Fine Art Ltd, and the cost had been reduced to £6,060 plus vat and collection. Arrangements were in hand for the painting to be collected on Monday 3 rd July.
247	Democratic Period No items raised
248	Financial Reports <ul style="list-style-type: none">a) Balance sheet as 31st May was adoptedb) Budget/actual for May 2017 adoptedc) Community Directplus Reconciliation adoptedd) List of receipts and payments for May 2017 were adopted
249	Internal Audit Points <ul style="list-style-type: none">a. The auditor had commented that the electronic banking system was operating on a single authoriser basis rather than on a dual authorisation system. Agreed that this would be looked into and a report of preparedb. The auditor had requested that the council should review and update its risk register. This will be actioned

	<ul style="list-style-type: none"> c. Whilst the main bank account is reconciled and approved, the other accounts should be done likewise at least on a quarterly basis. Agreed. d. High value assets should be physically verified. Agreed e. Insurance values of major assets should be valued every five years. This has now been done. f. Changes to staff terms and conditions to be confirmed to staff in writing and a copy maintained on their file. Agreed g. Vat treatment of the Mayor's Dinner had been incorrectly dealt with. Corrected for this year. h. Mayor's Charity to be a separate account outside of the ordinary Council accounts, but still subject to Council's scrutiny. Agreed i. Use of Mayor's charity to be restricted to the current mayor. All funds to be handed over to the designated charity within one month from end of term of office.
250	<p>Town Hall Alarm System</p> <p>The town clerk explained that MDDC had insisted that as part of the long term loan of the six paintings that were retained under their ownership, that they be insured and that a security system be introduced. The cost of installing this system would be £2,385 plus Vat. There was a discussion on this, however it was resolved that the system be installed. PS : The system is scheduled to be installed on the 13th July.</p>
251	<p>New Hall Risk Assessment</p> <p>Aviva Risk Management Solutions had carried out a survey of the New Hall on the 27th March 2017. As a result they provided the Town Clerk with a report dated the 24th May 2017. There was three mandatory improvements required. The waste storage receptacle must be of a non-combustible type that can be securely locked outside of business hours. This follows an increase in arson problems being experienced throughout the country. The new storage bin has been ordered.</p> <p>The edging strips to the steps leading up to the sound and lighting box were found to be worn; and therefore required urgent attention. Hall Manager has assured the town clerk that this item has been rectified.</p> <p>A number of items were found stored in the compartment containing electrical switchgear equipment. These items the Hall Manager states have been removed.</p>
252	<p>Date of next meeting : Monday 11th July 2017 at 6.30pm</p>