

LYNTON AND LYNMOUTH TOWN COUNCIL

lrc@northdevon.gov.uk
01598 752384

Town Hall
Lee Road
Lynton
EX35 6HT

Dear Councillor,

Date: 15 January 2021

POLICY AND FINANCE COMMITTEE

You are hereby invited to attend a meeting of this committee **Wednesday 20 January 2021 at 7.30pm.**

This meeting will be conducted 'virtually' using the Zoom platform. The link for this meeting is here:

Join Zoom Meeting

<https://zoom.us/j/97951113157?pwd=MytNcEdqV0ZKN0l6aVZmc28vWnZJZz09>

Meeting ID: 979 5111 3157

Passcode: 524290

Yours sincerely

Kevin A Harris BA (Hons)
Town Clerk

To: Councillors
A Meakin (Chairman)
D Harding
S Hibbert
J Patrinos
B Peacock
M Pearce
C Sleep
(Vacancy)

All other Councillors for information

PUBLIC ACCESS TO INFORMATION

Members of the public may attend this meeting during discussion of Part 1 of the Agenda.

Members of the public are also entitled to see the background papers to any report in Part 1 and copies of any such papers will also be supplied upon request on payment, in advance, of the copying charge.

AGENDA

Part 1

1. **PRESENTATION by prospective new owner - Lyn Work Hub building**
The Chair will move this item into Part 2 Confidential (Temporarily excluding members of public and Press) as the contents and discussion are commercially sensitive as they relate to property purchase and investment.
2. **APOLOGIES for absence**
Councillors report valid reasons for non-attendance to Town Clerk prior to meeting.
3. **PUBLIC QUESTION TIME**
Opportunity for members of the public to ask questions about *items on the agenda*. Persons may speak for 3 minutes with a total period of 20 minutes allowed
4. **DECLARATION of Members Disclosable Pecuniary Interests**
Clerk to record any declarations of interest notified by members in respect of business specified on the agenda. A member may not participate in any discussion of a matter, or participate in any vote if they are present at a meeting and aware they have a disclosable pecuniary interest in the matter. (S31; Localism Act 2011)
5. **MINUTES**
To confirm the minutes of a meeting held on Wednesday 18 November 2020 as previously circulated.
6. **MATTERS UNDER DELEGATED POWERS**
 - a. **FINANCIAL STATEMENTS**
December 2020
 - b. **SEASONAL UNDERTAKINGS**
December 2020
 - c. **CHEQUES & ELECTRONIC TRANSACTIONS**
For payment
7. **MATTERS FOR RECOMMENDATION**
 - a. **South Western Ambulance Charity – Supporting First Responder volunteers in Lynton and Lynmouth**
Councillors to consider supporting local voluntary community first responders.
 - b. **Committee Chair and Vice Chair**
Following resignation of previous Vice Chair and in order to properly succession plan new personnel are required in these key roles. Councillor Meakin to talk to this item.
 - c. **Home Working Allowance – Town Clerk**
Due to COVID and HM Government regulations, Town Clerk has worked from home for 44 weeks (at time of meeting). To offset additional costs and purchase a replacement office chair, Town Clerk will be submitting a claim (tax free) under HMRC guidelines for the ‘Working from Home Allowance’.
 - d. **Town Hall Electricity Supply Renewal Quotes**

- e. **Memorial Bench – Ron Porter**
Brought forward from Estates and Amenities, Councillor Peacock to speak.
- f. **Budget Monitoring Statement Q3**
Papers supplied prior to meeting by Finance Officer for Councillors considerations
- g. **Hayloft Solar Panel Installation**
Costings and impact analysis for LLTC

8. MATTERS FOR INFORMATION

- a. **LLTC Precept Request 2021/22**
Town Clerk/RFO and Finance Officer to advise Council on minor amendment to Precept for Lynton and Lynmouth Town Council 2021/22 due to recent publication of Tax Base for 2021 by North Devon Council

Part 2

The Chairman will move that

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest the press and public are temporarily excluded and they be asked to withdraw

9. CONFIDENTIAL MATTERS FOR RECOMMENDATION

- a. **Lynton Work Hub**