

LYNTON AND LYNMOUTH TOWN COUNCIL

MINUTES OF A MEETING OF THE POLICY AND FINANCE COMMITTEE HELD VIA VIDEO CONFERENCE, ON WEDNESDAY 20 JANUARY 2021 AT 7.30PM

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

Although not on this Committee: A Hobbs, A Rodway

Officers: Town Clerk, Finance Officer, Town Council Secretary

158/20 PRESENTATION BY PROSPECTIVE NEW OWNER – LYN WORK HUB BUILDING

This item was discussed in Part 2 Confidential (Temporarily excluding members of public and Press). The contents and discussion are commercially sensitive as they relate to property purchase and investment.

159/20 APOLOGIES FOR ABSENCE

There were no apologies reported to Town Clerk.

160/20 PUBLIC QUESTION TIME

There were no members of the public present.

161/20 DECLARATION OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS

There were none.

162/20 MINUTES

RESOLVED:

That minutes of the Policy & Finance Committee Meeting held on Wednesday 18 November 2020 be confirmed and signed by the Chairman as a true and correct record.

163/20 MATTERS UNDER DELEGATED POWERS

a. FINANCIAL STATEMENTS

Financial statements for December 2020 had previously been emailed to Members and it was

RESOLVED:

Financial statements as attached to these minutes be approved.

b. SEASONAL UNDERTAKINGS

Statements of income and expenditure for December 2020 had previously been emailed to Members and it was

RESOLVED

That the reports be noted.

c. CHEQUES & ELECTRONIC TRANSACTIONS

A list of cheques and electronic accounts had previously been emailed to Members for consideration. It was

RESOLVED

That the attached list of payments be authorised for BACS transfer.

164/20 MATTERS FOR RECOMMENDATION

a. South Western Ambulance Charity – Supporting First Responder volunteers in Lynton and Lynmouth

The South Western Ambulance Charity are running a project to support Community First Responder volunteers in Devon and are requesting support to our local voluntary community first responders. Funding would be used to purchase various vital pieces of equipment, such as a Tympanic Thermometer, an automatic blood pressure monitor and a pulse oximeter. It was

RECOMMENDED

To support the charity by offering a £1,000 grant.

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. After discussion, it was

RECOMMENDED

Councillor Sleep would step into the Vice Chair role. Councillor Harding has offered to assist.

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'. It was

RECOMMENDED

To agree and pay the Town Clerks claim.

d. Town Hall Electricity Supply Renewal Quotes

Finance Officer has been checking quotes for electricity. Although the market isn't competitive at present, one supplier was cheaper, however it is not strictly 'green', it was

RECOMMENDED

To go with the cheapest supplier for one year, in the hope that prices will settle down eventually.

e. Memorial Bench – Ron Porter

Councillor Peacock reported speaking to the proposed joiner making the above bench who will ensure it is in keeping with other benches in the parish. Council advised by Town Clerk they need assurances of public liability and a letter of guarantee, to safeguard the public and Council. Councillor Peacock will speak to joiner and report back to Estates and Amenities Committee.

f. Budget Monitoring Statement Q3

Papers were supplied prior to meeting by Finance Officer for Councillors considerations. A copy of the statement is attached to the signed minutes.

g. Hayloft Solar Panel Installation

Town Clerk informed Committee of the costings and impact analysis for LLTC and it was

RECOMMENDED

Council would not go ahead with this due to the cost implications.

165/20 MATTERS FOR INFORMATION

a. LLTC Precept Request 2021/22

Town Clerk/RFO and Finance Officer advised 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

Meeting Closed 9.05pm

Chairman

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

166/20 CONFIDENTIAL MATTERS FOR RECOMMENDATION

a. Lynton Work Hub

Committee members were brought up to speed on the successful grant for £100,000 external funding and progress to date in provision of a Work Hub for use by the Lyn Valley Community and others. Planning approval has been given and work on drawings, surveys and tender process has begun. Town Clerk advised Council on [maximum] financial risk to Council and issues of professional reputation etc. linked to the process.