

# MINUTES

**Committee:** Finance & Personnel Committee  
**Date:** Monday, 13 January 2020  
**Time:** 7:00pm  
**Venue:** Younghayes Centre, 169 Younghayes Road EX5 7DR

## Present

Cllr Kevin Blakey  
Cllr Kim Bloxham  
Cllr Ray Bloxham  
Cllr Sam Hawkins (in the Chair)  
Cllr Phil Norgate  
Cllr Barry Rogers

## Also Present

Cllr Les Bayliss, Cranbrook Town Council  
Cllr Colin Buchan, Cranbrook Town Council  
Cllr Matt Osborn, Cranbrook Town Council  
Janine Gardner, Town Clerk and Responsible Financial Officer, Cranbrook Town Council

## F&P/20/1 APOLOGIES FOR ABSENCE

No apologies for absence were received.

## F&P/20/2 DECLARATION OF INTERESTS

No declarations of interest were made.

## F&P/20/3 MINUTES

It was proposed by Cllr Ray Bloxham, seconded by Cllr Barry Rogers and **resolved** to accept and sign the minutes of the meeting held on 11 November 2019 as a correct record.

## F&P/20/4 PUBLIC PARTICIPATION

No members of the public attended the meeting.

## F&P/20/5 2019-20 QUARTER 3 BUDGET MONITORING

The Finance & Personnel Committee considered the budget monitoring report for the third quarter of the 2019-20 financial year as well as the underlying cashbook transactions reports for Cash Books 1 and 3 (bank accounts) and Cash Book 2 (credit card).

The Committee queried the presentation of spending against the Council's earmarked reserves in the budget monitoring report and the Clerk agreed to scope this for inclusion in future budget monitoring reports.

Signed: .....

Date: 20 April 2020

The Committee further queried seeming duplicate entries of £3.00 on 16 September 2019, £429.79 on 16 October 2019 and £10.00 on 18 September 2019 to DL Clean Window in the report on cashbook transactions. The Clerk agreed to provide clarification.

It was proposed by Cllr Sam Hawkins, seconded by Cllr Kevin Blakey and **resolved** to approve the quarter three budget monitoring report and the underlying cashbook transactions reports for Cash Books 1 and 3 (bank accounts) and Cash Book 2 (credit card), subject to the above clarifications.

#### **F&P/20/6 BANK RECONCILIATION**

Cllr Barry Rogers, the Council's duly appointed signatory for bank statements and quarterly bank reconciliations (minute 19/128 refers), reported that he had verified and signed the relevant documentation relating to the 2019-20 third quarter.

The bank reconciliation circulated with the meeting agenda had shown a difference of £1.00 which represented the purchase price payable to East Devon District Council for the purchase of the Younghayes Centre. The updated and correct bank reconciliation was appended to these minutes.

Cllr Barry Rogers had suggested to include the Younghayes Centre current account on the bank reconciliation and the Clerk would ascertain whether the Council's accounting software allowed this.

It was proposed by Cllr Barry Rogers, seconded by Cllr Phil Norgate and **resolved** to approve the third-quarter bank reconciliation dated 31 December 2019.

#### **F&P/20/7 CONSULTATION ON THE DEVON PENSION ADMINISTRATION STRATEGY (PAS)**

Peninsula Pensions, the Council's provider of the local government pension scheme, had reviewed the Pension Administration Strategy (PAS) dated 1 April 2015. All Scheme Employers were now invited to comment on the draft reviewed document by 19 January 2020.

It was proposed by Cllr Kim Bloxham, seconded by Cllr Phil Norgate and **resolved** to note the Pension Administration Strategy and to note that the reviewed document would come into force on 1 April 2020 if approved by the Investment and Pensions Fund Committee in February 2020.

The meeting closed at 7:27pm.

Signed: .....

Date: 20 April 2020