

## Didcot Town Council

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### **Finance and General Purposes Committee** 23<sup>rd</sup> August 2021 7.30pm Meeting held online at zoom – meeting as a temporary working group



Note: These minutes are subject to approval as a true and correct record by the next meeting of this Committee.

#### **Present:**

Councillor J Moody (Chair)  
Councillor P Siggers (Vice Chair)  
Councillor A Dearlove  
Councillor V Haval  
Councillor D Chandran  
Councillor A Thompson

**Officer:** Mrs J Wheeler, Town Clerk  
Callum Stacey – Committee Clerk

#### **Also present:**

One member of the public.

#### **52. Apologies**

Apologies were received from Cllr A Sandiford.

#### **53. Declarations of interests**

There were no declarations of interest.

#### **54. To approve the Minutes of the Finance & General Purposes Committee meeting held on 26<sup>th</sup> July 2021**

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to approve the minutes as an accurate record with an amendment on paragraph 3 minute 39 – OX1 should be OX11.

#### **55. Questions on the minutes as to the progress of any item**

There were no questions relating to the minutes.

**56. To note two grant reports**

The reports were from Didcot Library and Oxfordshire Play Association's Didcot Playground Activity Day. Cllr V Haval noted the success of the Back to School Reading project by Didcot Library and hoped this would become a regular thing in the future. The officers were asked to liaise with the library for any upcoming projects.

**57. To review the accounts and payments for July 2021**

It was confirmed that the income of £472.00 assigned to Willowbrook Contract Income (cost centre 1769) was the income for the hire of Willowbrook by SODC for use as a polling station. It was also confirmed that the Ladygrove Park income of £1,250.00 was from the filming that took place in July.

The accounts and payments for July 2021 were noted by the Councillors.

**58. To consider assistance with 2022-2023 budget setting**

It was agreed that the Council already do a good and thorough job with the budget setting.

It was proposed by Cllr J Moody and seconded by Cllr A Thompson and RESOLVED to decline on this occasion.

**59. To note the partial exemption calculations for 2020-2021**

The reports were not yet available but the Town Clerk would ensure that they are completed for the September meeting.

It was proposed by Cllr J Moody and seconded by Cllr V Haval and RESOLVED to ask for quarterly calculations for the 2021-2022 financial year. The Town Clerk was asked to award the contract to the contractor able to provide this service.

**60. To receive an up-date on the S106 and CIL availability**

The committee studied and noted the S106 and CIL funds available. The Chair was interested to see how much we could claim towards the new Edmonds Park Pavilion and Splash Park. Cllr V Haval wanted to ensure that an equal proportion of funding is spent throughout the town.

**61. To approve the S106 contribution to the path at Stubbings Land project**

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to formally request the £1,887.17 S106 contribution towards the cost of the completed path at Stubbings Land.

**62. To note the up-date on the financial controls and procedures**

The report was circulated with the agenda and noted by the Councillors.

**63. To note the action plan from the internal audit report**

The interim internal audit report was noted by the committee. In particular it was noted that R2 should be tied in with our invoices. The Town Clerk's response to suggestion R2 was 'Currently DCK set up the contractor payments which are then signed off by one Councillor and the RFO. There is a conflict here as DCK also set up their own payments and it would be better to get staff to set up contractor payments once we have resolved the banking. Physical release of the payments

needs to be approved by a Cllr. Recommended sequential numbering for direct debits, standing orders and BACS on line will be discussed with DCK for the best way to do this as a cross reference for data in the purchase ledger and Omega cashbook.'

**64. To approve the letter of engagement for the internal auditor for 2021-2022**

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to approve the letter of engagement from Auditing Solutions Ltd to carry out our internal audit. It was noted that this would be the final year of the current contract.

**65. To consider the recommendations from the Environment & Climate Committee and the Personnel & Administration Committee regarding training needs and the budget**

The Town Clerk circulated a report with recommendations from the Environment & Climate Committee and the Personnel & Administration Committee. The recommendations would leave the budget of £2,500 overspent. It was noted that this budget covers staff training, member training and conferences. There have been a lot of new staff joining the Council over the past year so it takes more training to bring these staff up to speed, particularly those new to working in local Government.

It was proposed by Cllr A Dearlove and seconded by Cllr V Haval and RESOLVED to approve the recommendations of the Environment & Climate Committee and the Personnel & Administration Committee.

It was proposed by Cllr A Dearlove and seconded by Cllr V Haval and RESOLVED to RECOMMEND that the training budget be increased from £2,500 up to £8,000.

**66. To consider the purchase of a new seal and press**

It was proposed by Cllr J Moody and seconded by Cllr P Siggers and RESOLVED to purchase the 35mm EM Pocket Press with Shiny EB Smart Base from Stamps Direct at a cost of £44.07.

**67. To note the progress report on items not on this agenda.**

The progress report was noted by the Councillors with no questions.

Meeting closed at 8.27pm

Signed \_\_\_\_\_ Chairman      Date \_\_\_\_\_