



KINGSTEIGNTON TOWN COUNCIL FINANCE MINUTES

Minutes of the meeting held on Wednesday 9 February 2022
at 7.00pm

Present:

Chair: Councillor B Thorne

Vice Chair: Councillor S Plummer

Councillors: D Ripping, T Dempster, J Stacey and M Field

Councillors: Ex Officio: Cllr R Peart

In Attendance: Finance Officer Mr Phil Banner

F07/2022 To receive apologies for absence

None

F08/2022 To receive any Declarations of Interest

None.

F09/2022 Minutes

The minutes of the meeting held on Wednesday 12 January 2022 were approved subject to after point 7 F05/2022 to read:

It was resolved that a time capsule and tree be purchased for each school and Cllr Ripping will contact Rydon Primary School and Cllr R Peart will contact St Michaels Primary and Kingsteignton School to confirm that they are happy with this.

F10/2022 Bills Paid and Receipts

Receipts and Payments for January 2022 were reviewed and approved.

F11/2022 To discuss the marking of the Queen's Platinum Jubilee

Cllrs Ron Peart and Dave Ripping confirmed that all three Kingsteignton Primary Schools are happy with the planting of a commemorative tree and burial of a time capsule.

It was resolved that a plaque also be purchased for each tree.

Cllr Ron Peart and Cllr Dave Ripping will speak to the schools to confirm their preferences as to tree type, height etc. Ideally trees will then be purchased locally and possibly collected by council staff.

F12/2022 Discussion of Internal Audit Report

After discussion it was agreed that Mr. Phil Banner would look at the possibility of two Councillors being part of the payment authorization process and to look at sections 1.15.3 to 1.15.6 of the Practitioners Guide for assistance on this. He will also look into the amount of insurance cover held for cash held.



The matter of Exercise of Public Rights was raised. Mr. Phil Banner advised that an error had occurred in one year, but this will not happen again, all other years having been in accordance with the requirements.

It was agreed that a copy of the Internal Audit report be presented at the next meeting – see F58/2021.

It was agreed that the system presently in use for payments etc be continued with until revised Financial Regulations are introduced.

Mr. Phil Banner was requested to look at preparing budgets for 3-year periods.

F13/2022 Review of budget and YTD figures

The spreadsheets prepared by Mr. Phil Banner were reviewed. In response to questions raised he advised:

- a) He is to raise the matter of Parish Paths receipts with the lady who deals with this.
- b) Bowling Club receipt is a whole year with 50% of the normal charge waived
- c) Devon County Council grass cutting monies have been received and are included within nominal code 1900

F14/2022 Correspondence

None

The meeting closed at 20.15

Next meeting: Wednesday 9 March 2022

Signed:..... Dated:.....