



MINUTES

Committee: Finance and Policy Committee
Date: Tuesday 19 November 2024
Time: 10.00am
Venue: Parish Council Office

Present

Cllr Jan Evans (Chairman)
Cllr Catherine Fileman-Wright
Cllr David Bridger
Cllr Mike Warner

Also Present

Samantha Parkin (Clerk)

35/2024 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Hodges.

36/2024 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest or requests for dispensations were received.

37/2024 MINUTES

It was proposed by Cllr Fileman-Wright, seconded by Cllr Bridger, and **resolved to accept** and sign the minutes of the meeting held on 20th August 2024 as a correct record.

38/2024 STANDING ITEM – CLIMATE AND ECOLOGY EMERGENCY:

The committee noted the Council Declaration to embed the climate and ecology emergency declaration across all Council services, activities, plans, and other relevant work, considering the environmental impact of decisions, ensuring a fully integrated approach to mitigating the impact of climate change.

39/2024 Q2 BUDGET REPORT

The Clerk had circulated the Q2 budget report prior to the meeting and the report was noted.

40/2024 BUDGET AND PRECEPT

A draft budget and report prepared by the Clerk had been circulated with the agenda.

The committee discussed the draft budget and the increased cost to several budget lines as explained in the report accompanying the draft budget.

Last year's precept increases of approximately £15 per household allowed the council to fund a lengthsman. While the work has been beneficial in some areas, the committee reviewed its impact to ensure the service provides value for money, particularly as some areas, like Docombe and certain town streets, have not yet been reached due to the time-intensive nature of manual weed removal. The committee explored alternative weed removal including using horticultural vinegar, steam cleaning, organising volunteer working party days, and hosting street competitions.

It was proposed by Cllr Evans, seconded by Cllr Warner, and **resolved** to recommend to full council to not budget for a lengthsman in the year 2025/26 because of the increased cost of other areas within the budget resulting in a considerable rise to the precept. The council should trial alternative methods to control the weeds in core areas and have working parties during the year to achieve this.

As a result of the above resolution, the committee lowered the lengthsman budget to £2,500 to support volunteer activities to keep the town tidy.

Cllr Fileman-Wright highlighted that the council's Band D town/parish charge is slightly below the Teignbridge average, emphasising the value delivered for the precept collected.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright, and **resolved** to recommend the agreed draft **budget** with amendments **and precept** request for 2025/6 attached at appendix 1 to the full council.

41/2024 SHARED PROSPERITY FUND

The clerk reported that the council has successfully secured a grant from Teignbridge District Council's Shared Prosperity Fund. However, upfront costs for the traffic study and shopfront grants will need to be covered from council reserves, with reimbursement claimed from Teignbridge District Council.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright, and **resolved** to recommend to the full council that up to £17,500 be taken from the general reserves and set aside for this scheme to pay for the traffic study, give money to approved applicants up front and then reclaim the funds from the funding.

44/2024 DISCIPLINARY AND GRIEVANCE POLICY

The clerk had circulated the Disciplinary and Grievance policy with the agenda for review.

It was proposed by Cllr Evans, seconded by Cllr Warner, and **resolved** to recommend to full council to approve the Disciplinary and Grievance policy.

45/2024 RESERVES POLICY

The clerk had circulated the draft reserves policy with the agenda. The clerk explained that she would amend the figures to reflect the budget figures discussed at min no. 40/2024.

It was proposed by Cllr Evans, seconded by Cllr Bridger, and resolved to **recommend** to full council to approve the draft Reserves policy with the agreed amendments.

46/2024 GRANT APPLICATION

The clerk had circulated MED Theatres grant application with the agenda. The application was part of the previous round of applications but had been missed. There is money remaining in the budget to fund.

Cllr Fileman-Wright commented that MED Theatre is a worthy cause but was concerned that the majority of the amount requested is for running costs and the council only funds capital costs. However, MED Theatre had requested £150 for costumes, props, and materials; £170 for poster/flyer/programme design and £150 for posters/flyers printing.

It was proposed by Cllr Evans, seconded by Cllr Fileman-Wright, and **resolved** to recommend to the full council to award Med Theatre £470 to cover the costs above and remind the applicant that applications should only be for capital costs and not running costs.

The Chairman closed the meeting at 10.53am.

MPC Finance and Policy Minutes 19.11.2024 Attachment no.1 –Draft Budget 2025/26

RECEIPTS	Code	Budget 2021/22	Actual	Budget 2022/23	Actual	Budget 2023/24	Actual	Budget 2024/25	Actual Q2	Forecast	Budget 2025/26
	IN1	£ 40,090.00	£ 40,090.00	£ 42,820.00	£ 42,820.00	£ 42,030.00	£ 42,030.00	£ 55,270.00	£ 55,270.00	£ 55,270.00	£ 55,940.00
	IN2	£ 630.00	£ 630.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00	£ 660.00
	IN3	£ -	£ 4.55	£ -	£ 86.08	£ -	£ 623.52	£ -	£ 377.20	£ 700.00	£ -
	IN4	£ -	£ -	£ -	£ 2,080.00	£ -	£ 2,000.00	£ -	£ 3,000.00	£ 3,000.00	£ 1,000.00
	IN5	£ -	£ 1,113.38	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	IN7	£ -	£ 1,312.72	£ -	£ 110.00	£ -	£ 149.05	£ -	£ 482.01	£ 500.00	£ -
	INCEM	£ 5,000.00	£ 8,351.00	£ 6,000.00	£ 6,703.00	£ 6,000.00	£ 7,969.00	£ 6,000.00	£ 12,165.00	£ 15,000.00	£ 6,000.00
	VAT	£ -	£ 1,329.18	£ -	£ 2,050.46	£ 2,750.00	£ 3,550.32	£ 3,000.00	£ 3,042.32	£ 3,042.32	£ 3,000.00
	IN8	£ -	£ -	£ -	£ 7,748.00	£ -	£ -	£ -	£ -	£ -	£ -
	XMAS	£ -	£ 2,154.50	£ -	£ 86.50	£ -	£ 2,137.50	£ 1,750.00	£ 90.00	£ 180.00	£ 150.00
	Total Receipts	£ 45,720.00	£ 54,985.33	£ 49,480.00	£ 62,344.04	£ 51,440.00	£ 59,119.39	£ 66,680.00	£ 75,086.53	£ 78,352.32	£ 66,750.00
	PAYMENTS										
	EX1	£ 18,000.00	£ 16,301.41	£ 18,000.00	£ 18,501.15	£ 20,000.00	£ 21,353.43	£ 22,000.00	£ 10,676.70	£ 22,250.00	£ 25,000.00
	EX2	£ 4,200.00	£ 4,154.18	£ 4,400.00	£ 4,489.82	£ 5,000.00	£ 4,553.76	£ 5,200.00	£ 2,276.88	£ 5,200.00	£ 5,700.00
	EX3	£ 400.00	£ 319.77	£ 400.00	£ 303.18	£ 400.00	£ 395.57	£ 420.00	£ 227.73	£ 456.00	£ 470.00
	EX4	£ 600.00	£ 587.10	£ 400.00	£ 601.87	£ 400.00	£ 496.97	£ 400.00	£ 278.66	£ 400.00	£ 1,400.00
	EX5	£ 280.00	£ 213.91	£ 280.00	£ 255.95	£ 280.00	£ 195.00	£ 250.00	£ 105.00	£ 250.00	£ 250.00
	EX6	£ 8,500.00	£ 10,518.51	£ 10,000.00	£ 8,336.61	£ 10,000.00	£ 12,763.18	£ 10,000.00	£ 10,151.43	£ 15,000.00	£ 11,000.00
	EXA1	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	EX7	£ 100.00	£ 163.86	£ 100.00	£ 99.65	£ 100.00	£ 103.75	£ 100.00	£ 55.67	£ 110.00	£ 120.00
	EX8	£ 1,200.00	£ 1,847.74	£ 1,400.00	£ 1,398.20	£ 1,500.00	£ 1,700.13	£ 1,600.00	£ 1,516.32	£ 1,682.00	£ 1,600.00
	EX9	£ 840.00	£ 823.16	£ 900.00	£ 764.62	£ 850.00	£ 799.67	£ 850.00	£ 808.21	£ 808.21	£ 850.00
	EX10	£ 250.00	£ 168.00	£ 250.00	£ 102.00	£ 150.00	£ 100.80	£ 200.00	£ 114.00	£ 220.00	£ 200.00
	EX11	£ 500.00	£ 514.50	£ 1,300.00	£ 812.00	£ 1,000.00	£ 778.38	£ 500.00	£ 28.20	£ 200.00	£ 500.00
	EX12	£ 300.00	£ -	£ 300.00	£ -	£ 300.00	£ 1,688.64	£ 400.00	£ -	£ 400.00	£ 400.00
	EX13	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ -	£ 100.00	£ 100.00
	EX14	£ 2,050.00	£ 9,164.00	£ 2,000.00	£ 2,100.00	£ 2,000.00	£ 1,500.00	£ 2,000.00	£ 1,162.41	£ 1,732.00	£ 2,000.00
	EX15	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
	EXCEM1	£ 4,700.00	£ 5,163.00	£ 4,700.00	£ 10,230.60	£ 4,700.00	£ 8,228.57	£ 7,000.00	£ 3,840.00	£ 10,000.00	£ 2,500.00
	EXCEM2	£ 3,000.00	£ 3,540.00	£ 3,000.00	£ 4,140.48	£ 3,000.00	£ 5,495.00	£ 3,000.00	£ 2,580.68	£ 4,000.00	£ 8,000.00
	Christmas	£ 500.00	£ 2,213.88	£ 500.00	£ 1,437.69	£ 500.00	£ 1,890.08	£ 2,000.00	£ -	£ 800.00	£ 1,000.00
	One off events (VE Day)	£ -	£ -	£ 1,450.00	£ 8,812.35	£ 500.00	£ 925.66	£ -	£ -	£ -	£ 2,000.00
	Total Payments	£ 45,520.00	£ 55,793.02	£ 49,480.00	£ 62,486.17	£ 51,440.00	£ 63,068.59	£ 66,680.00	£ 35,421.89	£ 66,608.21	£ 66,750.00