

Minutes of Finance and General Purposes Committee held on 25 July 2023 at 7pm	
Councillors Present	R. Cook, J. Cousins, S. Henderson, Lokabandhu, L. MacDougall, P. Manning, S. Roney-Dougal, M. Smyth, M. White
Apologies	Cllr Z. Price
Absent	Cllrs N. Cottle, I. Donfrancesco, I. Mutch, T. Napper
In Attendance	Town Clerk and Responsible Finance Officer
Public Participation	0 members of the public spoke during public participation

1. TO APPOINT THE DEPUTY MAYOR AS THE CHAIR FOR THE ENSUING YEAR

A per the Terms of Reference for this committee, Cllr Roney-Dougal proposed that Cllr Lokabandhu be Chair for the ensuing year. This was seconded by Cllr Smyth and **RESOLVED** unanimously.

2. TO ELECT A DEPUTY CHAIR FOR THE ENSUING YEAR

Cllr Roney-Dougal proposed that Cllr Manning be Deputy Chair for the ensuing year. This was seconded by Cllr Cook and **RESOLVED** unanimously.

3. TO RECEIVE APOLOGIES FOR ABSENCE AND NOTE THE REASONS GIVEN

Cllr Price had offered apologies owing to work commitments and these apologies were duly **NOTED**.

4. DECLARATIONS OF PECUNIARY INTEREST

Cllr Cousins declared that he was a director of Plotgate. Cllr Roney-Dougal raised that she is a member of 'Glastonbury on the Bus'. Cllr Manning declared that he was a director of the Glastonbury Community Development Trust.

5. TO APPROVE AND SIGN THE MINUTES OF THE LAST MEETING AS A CORRECT RECORD

The minutes were considered to be a correct record of the meeting and were **SIGNED** by the Chair.

6. TO REVIEW THE TERMS OF REFERENCE FOR THIS COMMITTEE

Members noted the Terms of Reference for this Committee.

7. TO CONSIDER AND ADOPT A GRANT AWARDING POLICY

During this item, Cllrs Cousins, Lokabandhu and Roney-Dougal declared that they were trustees of St Edmund's Community Hall.

Cllr Cousins proposed that the grant awarding policy be accepted. This was seconded by Cllr Smyth and **RESOLVED** unanimously.

8. TO CONSIDER GRANT APPLICATIONS RECEIVED IN ADVANCE OF THE MEETING

Members reviewed all applications and made the following awards:

Cllr Henderson proposed that 'Glastonbury on the Bus' be awarded £300. This was seconded by Cllr MacDougall and **RESOLVED** unanimously.

During the above item, Cllr Roney-Dougal left the room.

Cllr Henderson proposed that 'Sustainable Food Somerset' be awarded £500. This was seconded by Cllr Smyth and **RESOLVED** unanimously with one abstention.

Cllr Lokabandhu proposed that 'Avalon Allsorts' be awarded £1,000. This was seconded by Cllr Smyth and **RESOLVED** unanimously.

Cllr Cousins proposed that it be recommended to Full Council that 'The Volunteer Network' be awarded £3,400 from the budget line for Citizen's Advice which was uncommitted. This was seconded by Cllr Smyth and **RESOLVED** unanimously.

9. TO REVIEW AND ADDITIONAL RECOMMENDATIONS FROM THE INTERNAL AUDIT REPORT AND MAKE PROVISION FOR ANY PROCESS IMPROVEMENTS

The Town Clerk spoke to the report and members noted the actions proposed which were already being implemented.

10. TO CONSIDER ANY UPDATES TO GLASTONBURY TOWN COUNCIL'S FINANCIAL REGULATIONS

The Town Clerk and Responsible Finance Officer had prepared a number of amendments to the Financial Regulations to bring them up to date. These amendments were considered, and Cllr Cousins proposed that they be accepted. This was seconded by Cllr White and **RESOLVED** unanimously.

During the above item, Cllrs MacDougall and Smyth left the meeting.

11. TO CONSIDER THE LAYOUT OF GLASTONBURY TOWN COUNCIL'S BUDGET MONITORING REPORTS

The Chair and Deputy Chair had been working with the Responsible Finance Officer to make the reports easier to read and provide more detail. The Committee **NOTED** that this work was ongoing.

A vote of thanks was given to the Responsible Finance Officer and Cllrs Lokabandhu and Manning for their work.

12. TO CONSIDER GLASTONBURY TOWN COUNCIL'S ASSET REGISTER

Members considered an update from the Responsible Finance Officer and **NOTED** that the register would continue to be updated and become a 'living document'.

13. TO RECEIVE AN UPDATE ON THE TOWN COUNCIL'S BANKING ARRANGEMENTS AND MAKE ANY ASSOCIATED DECISIONS

Members received an update from the Responsible Finance Officer and the following signatories were **AGREED**:

Co-op Bank: Cllrs Cousins and Henderson

Charity Bank: Cllrs Cousins and Henderson

14. TO RECEIVE AN UPDATE ON RISK MANAGEMENT

The Town Clerk updated members that the agreed software was not presently available from the developers as it was being updated. The Town Clerk would continue to chase this software before the end of the Council year.

15. TO CONSIDER OPTIONS TO TAX ST DUNSTAN'S HOUSE

Members considered a verbal report from the Responsible Finance Officer with regard to opting to tax St Dunstan's House in order to be able to reclaim VAT on expenditure.

Cllr Lokabandhu proposed that the Town Council opt to tax St Dunstan's house. This was seconded by Cllr Cousins and **RESOLVED** by majority.

16. TO NOTE A REPORT ON FUTURE COMMERCIAL INCOME GENERATING OPPORTUNITIES

The report prepared by a University Student undertaking some work experience was **NOTED**.

17. TO NOTE THE DATE OF THE NEXT MEETING

The scheduled date of 21 December 2023 would clash with local events. It was **AGREED** that the next meeting would be held on 20 December 2023.

SIGNED:	DATE:
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