**AXMINSTER TOWN COUNCIL**

MINUTES OF A MEETING OF THE BUILDINGS AND FINANCE COMMITTEE HELD AT 6.00 P.M. ON MONDAY, 26th NOVEMBER 2018 AT THE GUILDHALL, WEST STREET

1. PRESENT: Cllr. J. W. Walden (Town Mayor), Cllr. A. L. Young (Deputy Mayor), Cllr. Miss A. J. E. Seward, Cllr. Mrs. S.L.N. Leat and Cllr. A.E. Bourner and Mrs Z. Adamson-Drage, the Responsible Financial Officer (RFO). No members of the public or press.

2. APOLOGIES: Cllr. P.G. Hayward, Cllr. D.R. H. Hull and Miss H. Kirkcaldie, the Town Clerk.

3. PUBLIC FORUM: None.

4. MINUTES OF PREVIOUS MEETING HELD ON 30TH OCTOBER 2018: Deferred.

5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 30TH OCTOBER 2018: Deferred.

5. FINANCIAL MATTERS:

a. Grant Application - Axminster & Lyme Cancer Support: AS proposed as the organisation split its support work evenly between the users in both the areas it covers that the Town Council fund half the amount requested and the organisation request the other half from Lyme Regis Town Council. SL seconded the proposal of offering a grant of £250.

b. Draft Budget Preliminaries – the RFO went through the outline of the budget figures and how they had been calculated. JW, in relation to the question over Pippins, wished for a zero budget to be projected rather than the no income: same annual expenditure proposed. SL disagreed and had concerns that recording a zero budget would not reflect the risk of some hirers leaving the building, whilst the expenditure would remain the same if the Council did retain the building. It was left to the full Town Council to decide on the budget for Pippins.

The capital projects costings for both works at the Guildhall were included in the draft budget. JW proposed that these be removed from the budget and kept separate. SL advised that some of the works at the Guildhall were becoming a priority, and needed to be completed. AY declared her interest as the Guildhall Manager before advising that the project management of the works could be done in house piecemeal on a prioritised basis – these were identified by JW as re-carpeting, the ceiling above the stage to be refurbished and the bar refurbishment with other works tackled year on year. The proposal was not formally seconded, but generally agreed by the Committee. JW proposed that re-carpeting quotes for the Guildhall be forwarded to Councillors, however AY advised that the quotes were a year old and would need to be updated, but she would forward them if she received refreshed quotes in time for the meeting on 4th December.

The Committee went through the draft budget at length. PGH (not present) had requested proposals for another Handyperson/Lengthsman position to be considered at a budgeted expenditure of £30,000. The Committee decided to reduce this to £20,000 and to fund any vehicle needed from the new asset budget from this year and the draft amount budgeted for 2019/20.

c. Earmarked/General Reserves & CIL monies – deferred.

6. PROPERTY RELATED MATTERS: Deferred.

7. MATTERS OF URGENCY: None.

8. QUOTES RECEIVED FOR VARIOUS WORKS: Deferred.

9. TENANCY MATTERS: Deferred.

Signed ............................................................................................... Date ..........................................