

# DEVON & SEVERN INSHORE FISHERIES AND CONSERVATION AUTHORITY

## Minutes of the Finance & General Purposes Committee held on 13 November 2017 at Larkbeare House, Exeter

**Present:** Elaine Hayes (Chair)  
Cllr Stuart Hughes (Devon)  
Cllr Terry Napper (Somerset)  
John Butterwith  
David Rowe  
Mike Williams  
Simon Pollentine

**Also Present:** Tim Robbins (Chief Officer)  
Hazel Mitchell (DSIFCA)  
Angela Stirland (DCC)  
Peter Lappin (DCC)  
Lucy Macauley (DCC)

**Apologies:** There were no apologies given

This meeting was arranged to discuss the setting of the budget for 2018/19 to be put to the main Authority for approval at the quarterly meeting on 15 December 2017. A paper showing itemised details for a proposed budget of £733,600 was put to the Committee for discussion. The proposed budget and levy for 2018/19 represents an increase in the budget of 2.33%.

Detailed budget at Appendix A and additional information were discussed in detail and the following issues noted.

### Employees

- The funding for the Communications Officer and the agreed recruitment of the Permit/Administrative Assistant at the September quarterly meeting will be taken out of the General Reserve Account. The posts were for an initial 2 year period and would go back to the Authority at the end of this period if to be extended.
- The decision to recruit the additional Enforcement Officer was reviewed in September 2017 and a decision was made to defer a decision for 12 months. Concern of duty of care for staff with the current and increasing workload was expressed. It was decided that staff well being would be monitored.
- **Line 1, Staff Costs** – The comment should also include the 1% statutory annual pay award.

## Supplies

- **Line 23, AIFCA** – Whether membership of the AIFCA would continue would be discussed at the quarterly meeting in December but would be budgeted for until an outcome was decided.
- **Line 25 – External Agency Staff** - A more detailed breakdown of how this money is allocated was requested.
- **Line 28, Telephones** – Recommended a full review take place to try and reduce costs

## Fees & Charges

- **Line 45, Fixed Penalty Notices** – The Treasury is still undecided on what to do with monies received against Financial Administrative Penalties issued. The Chief Officer is in current discussions with DEFRA and hopes to have better clarity before the December quarterly meeting and will provide an update then.

## Capital Programme

- The capital programme for 2018/19 centres around the purchase of 2 new vehicles to replace the currently owned Mitsubishi L200 and the Mitsubishi Colt. Both would be purchased from the Capital Receipts Reserve.

## Appendix B

- **Officer's pay and costs** - The biggest risk that should be highlighted is that the budget figure provided for pay included a 1% statutory pay increase and that if national negotiation decided on a different figure, which is out of control of the IFCA, Funding Authorities should be aware of the effect of any increase. A decision on the actual figure is expected by the end of December 2017.

Subject to the amendments and actions required above a block vote of the following recommendations was made:

- 1.1 Consider the Revenue Budget outlined in the paper provided and recommend its approval to the Authority.
- 1.2 Consider the Capital Programme outlined in the paper provided and recommend its approval to the Authority.
- 1.3 Recommend to the Authority the approval of the Fees and Charges set out in Table 4 in the paper provided.
- 1.4 Review the Assessment of Volatile Budgets at Appendix B and recommend to the Authority that the risks, impacts and mitigations be noted.
- 1.5 Recommend to the Authority that the projected balances on the General Reserve and Capital Receipts Reserve are noted.

Proposed: Mike Williams

Seconded: John Butterwith

All in favour

None against