



MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held 26th October 2020 at 10am by Zoom FIN REP 10.20

Present – Cllr Betts, Cllr Bradbury, Cllr Flunder, Cllr Jordan and Cllr Ladd.
Also present – Town Clerk.

1. **Apologies:** To receive apologies for absence.
There were no apologies for absence.
2. **Declarations of interest:**
 - a) To receive any declarations of Personal Interest regarding the agenda. Cllr Ladd declared a personal interest in any discussion re Xmas Lights.
Cllr Bradbury declared a personal interest in any discussion re flag raising
 - b) To receive any declarations of Pecuniary Interest regarding the agenda. Nil.
 - c) To receive any request for dispensations regarding the agenda. Nil.
 - d) To receive details of any lobbying to members. Nil.

Matters from the public

The purpose of the meeting is for Councillors to discuss Town Council business and whilst the attendance of electors is welcomed, they are not allowed to join in the discussions of the Councillors. During each meeting the Council will adjourn for a period for public questions. During this time, electors can put questions to the Chairman regarding matters on the agenda. Where possible, the Chairman will respond but the matter may have to be deferred and placed on a later month's agenda for discussion.

Nil

4. **Minutes of the last meeting REP 9.2020 – signed off by council**
The minutes of the REP 9.2020 meeting were approved and signed and had been noted at the previous Town Council meeting.
5. **Management accounts 2020/2021**
The management accounts to end September 2020 were presented by the RFO and discussed on a line by line basis with analysis against budget code for each individual account code. The actual spend for each account code was considered against agreed Covid revised budget. Following agreement at previous meeting a virement of £5k from the Covid budget has been allocated to gardening and town works.
Discussions;
Covid – signage re one-way system to be reviewed – ask town manager to consider banner across High Street, eye level signage. Cllr Ladd advised that SCC Highways permission would be required for anything across the street.
Solicitors – these works to be reviewed Jan 2021 and within a revised residential property advisor provision.
Town manager – STC to seek update from ESC on decoupling the role from the Station Road Redevelopment to enable the funding to be released and for the role to be detached from STC.
Markets – some of the traders have asked whether they could they have a Saturday. Market charter is for Monday and Thursday together with road closure. Further research would be needed re a Saturday.
Property repair/ maintenance works – cttee suggested that a summary of detailed expenditure be available to view at future meetings as well as the total figures.

After full discussion, there were no matters of concern to highlight noted by the Finance cttee within the 6-month accounts relating to expenditure.

With regards to income due, the cttee noted that the rental income was within the revised Covid 19 budget and may well exceed the revised budget set.

Grants have been received from ESC for setting up the Town App £7k, and a Business Association £3k, together with a further £1000 for the Events ticketing platform.

Business rate relief has been allocated to the Town Hall - £10k

Capital sale income of £15500 has been received for the shuttle bus

Income to the end Aug 2020 is £301974 – expenditure £129379.

The month end management accounts and bank reconciliations for September 2020 were reviewed and approved by the Chair of the cttee and signed off as required.

Other items – quotes for landlord repair works will be considered by landlords cttee.

Water Tower – is presently untenanted.

Potential sale of property at Strickland Place – no update.

PCSO - Police Service Level Agreement - The present PCSO SLA finishes in March 2021 – this will therefore need consideration by town council over the next few weeks as to whether a new SLA will be entered into for a further 12/ 24 months. Letter to be sent to Reydon PC to see whether they would wish to share the PCSO support at all – pro rata funding for their requirements. Letter to be sent to ESC to see whether they have any funding available to support the assistance provided by the PCSO to the Harbour area.

Red Cross Hut – tenancy expires July 2021 – it was mentioned that the Fox Trust might still be interested in the site. Council to discuss the forward plans for this site once it is established whether there is still interest.

No 1 Strickland Place – conversion costs will need to be assessed against possible rental streams to consider whether a conversion would be financially viable.

6. **Other Finance matters**

Replacement refurbished photocopier – on a 3-year service agreement – installation costs to consider. To approve replacement refurbished photocopier Ricoh MP C3003 for town hall office - £250 installation costs plus 3-year SLA **Unanimous Recommendation – to approve**

Update on Shuttle bus – the community bus is now being operated through Sole Bay Health Care. Discussion re donation to the operation of the bus. **After consideration it was agreed to recommend that a donation of £4000pa be provided to assist the provision of the service for the next 2 years. As pre financial regs for GPC, Report will be required within 12 months from the operators as to how the service has used the funds and this will be requested.** It was suggested that the donation could be made in memory of Cllr Tucker who had always supported Sole Bay Care.

The account of the Common Trust has been blocked due to a banking formality re the death of a signatory. This is in the process of being corrected but could take up to 4 weeks.

Work on the open spaces and the common is a statutory responsibility that the Town Council can take on – and to avoid the need for a delay in payment of invoices over the next few weeks it is **Unanimously recommendation - that the Town Council pays the invoices relating to the works on the Common up to a total of £2k to cover the period until invoices are able to be paid from the Common Trust.**

7. **Governance /policies to complete/ review**

Equality and Diversity Policy – **review of policy for consideration – it was agreed by all to recommend that the policy be approved.**

Anti-Harassment and Bullying – **NALC policy for consideration – it was agreed by all to recommend that the policy be approved.**

Town Hall Flag Raising Policy - **review of policy for consideration – it was agreed by all to recommend that the policy be approved.**

8. **Donations – to receive requests from;**

Sole Bay Arts CIO - The finance cttee received a request from the Sole Bay Arts CIO for a donation of £2k to pay for various items required to enable the venue to continue to operate and provide enjoyment for the community. **Unanimous Recommendation – to provide a donation of £2k to Sole Bay Arts for the items as listed in their application form.**

SERV Suffolk and Cambridgeshire – Blood bikes - Request for a donation to support the provision of services that the blood bikes can carry out as their hours of operation have been increased to 24 hours per day during Covid 19 **Unanimous Recommendation – to provide a donation of £250 to SERV Suffolk and Cambridgeshire**

Christmas Lights cttee - Request for a donation of £1000 to provide trees and lights for the Market Place. Cllr Ladd explained that Adnams has reduced the funding and there is uncertainty over whether the trees along the High Street will be able to be installed. Concentration will be made for those in the Market Place.

Cllr Ladd left the meeting

Unanimous Recommendation – to provide a donation of £1000 to Christmas Lights cttee

Exclusion of Public and Press: Pursuant to section 1 (2) of the Public Bodied (Admission to Meetings) Act 1960 it is proposed that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following; *Property rental matters*

Nil

Chair.....

Dated

DRAFT