



MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held

Friday 30th April 2021 at 2pm by Zoom

FIN REP 05.21

Present – Cllr Betts, Cllr Bradbury, Cllr Flunder and Cllr Jordan.

Also, present – Town Clerk and 2 members of the public.

1. **Apologies:** To receive apologies for absence.
Apologies were received from Cllr Ladd.
2. **Declarations of interest:**
 - a) To receive any declarations of Personal Interest regarding the agenda. Nil
 - 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.

Regarding queries outstanding - Cllr Bradbury asked the member of the public if they had submitted their previous queries to the Town Clerk as previously suggested.

3. **Minutes of the last meeting April 2021** – The minutes of the REP 04/2021 meeting were approved and signed.
4. **Update on Management accounts 2020/2021 –**
The Town Clerk showed the year-end figures following the close of the accounts software for the year ended 31st March 2021 – highlighting figures that may have altered since the meeting held on 22nd April 2021 and including year end balances and Earmarked Reserves.
5. **Other Finance matters**
VAT advice It was agreed by all to request that Price Bailey be asked to provide the VAT report for the Town Council with regards to the Station Road Regeneration capital project. Cost £4500 agreed. This includes ongoing support which will be available to the Town Council throughout the project.
The Report will be available to the appropriate consultants as part of the cost plan and budget process.

Cllr Flunder asked when the Project grant monies could be drawn down. Cllr Bradbury responded that ESC has advised that this can be drawn down once demolition starts. Professional, design fees etc are included within the original cost plan against which drawn downs will be able to be made.

It was suggested that it would be useful for the Finance Cttee to have a copy of the cost spreadsheet from the Project Manager of what has been spent/committed against budget and that the ability to understand the VAT implications will be key to the budget being sufficient. Discussion about reclaim of VAT and the implications for any potential operator. Cllr Bradbury reminded members that the Council had a finite budget for the capital project of £2.63m.

Property Governance Structure – Further discussions will be held with Price Bailey with regards to commissioning advice on the options for a future Property Governance Structure for the Council to consider.

Events/Town manager – The season of Cinema Events will commence in May and **it was agreed by all that the Town Manager be allocated £2000 of the budget to promoting the season of events and to highlighting the assistance of the Town Council, specifically for the opening night on 22nd May 2021.** This allocation will enable a 10% discount to be provided to residents of Southwold and Reydon who would like to attend on this night.

Social Media assistance - as per previous discussions and as per comms policy and Council budget, the Council would like to make better use of social media platforms to post news/information, especially in view of the fact that the removal of the ability to hold remote meetings means that less people might now be able to attend meetings of the Town Council to hear from the Council directly. A local person has offered to assist with the setting up of such social media and would be agreeable to assist moving forward. If such assistance is required on a regular basis the cost would be in region of £65/week which is within the agreed budget of £7000 for 2021/2022.

6. **Environmental warden** – to consider course of action required.

Discussion regarding this agenda item which had been put forward from Land E Cttee for consideration.

Members felt that with everything else that Council is trying to achieve that this might be too complex at present. It was suggested to diarise again in September/October.

There being no further business the meeting closed at 2.40pm.

If Required

Exclusion of Public and Press: Pursuant to section 1 (2) of the Public Bodies (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/consideration of commercial quotes/ staffing matters

NIL