



**MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held
Monday 6th September 2021 at 10.30am at Town Hall FIN REP 09.21**

Present – Cllr Betts, Cllr Bradbury, Cllr Flunder, Cllr Ladd

Also, present – Town Clerk

1. **Apologies:** To receive apologies for absence.
Apologies for absence from Cllr Jordan.

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.

- 3 **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 August 2021 –** The minutes of the REP 08/2021 meeting had been presented at full council and were approved and signed.

- 5 **Update on Management accounts 2021/2022**

The management accounts to end August 2021 were presented by the RFO and discussed on a line-by-line basis for each individual account code. The actual spend for each account code was considered against budget. The Town Clerk talked members through the entries as displayed on the management accounts.

Expenditure

Salaries/ pensions etc are as per budget.

Insurance premiums are paid monthly in line with direct debit mandate.

Business rates and standing charges for services were paid as per direct debits.

Grounds maintenance budget – discussion about the work that the town council has been carried out and the general appearance of the town which has been described by some as 'shabby'. Certain areas were highlighted as having required attention including the prom and steps to prom which are Norse, Front of town which is Millennium Foundation, police station and fire station sites, Station Rd site – which town council has cleared. Holiday agencies have been contacted to maintain outside of their properties, Lloyds Bank has been cleared of weeds by the letting agent. Discussion about other property owners needing to take individual responsibility for their own properties to ensure that the town can look tidy and well maintained – areas mentioned include Woodleys Yard, Stradbroke Road and East Street.

The town council / Common Trust have sought quotes for footpath cutting and these are approx. £600 per cut – to cover both organisations footpath responsibilities. Cost agreed. L and E and Common Trust to be advised.

Pavements – cleanliness was discussed – discussion to take place with SCC regarding their responsibilities. A Boards/ Tables/ chairs were discussed as some are causing issues for pedestrians – letters have been sent to some businesses by town hall.

New internet enabled phones, headphones etc will be required at town hall to enable calls through Microsoft 365. Separate wi fi will also be required for public use. The facility will enable several phone lines in/ out of the town hall which will improve service to callers. One off cost of equipment and training £805.00. Monthly cost of phone and internet system will be £73 per month (£876 p a) which includes all calls and is a reduction in present costs as presently paying £29 per month for Talk Talk and £260 average quarterly charge for BT use (aver £1452pa).

It was recommended that the transfer takes place as soon as possible

Kilcock toilets – mention was made that Norse are considering changing to cashless systems – clerk to ask for details.

After full discussion, there were no matters of concern to highlight noted by the Finance Cttee within the 5-month accounts relating to expenditure. Expenditure £92,988.

Income to the end August 2021 is £182,200 which includes grant funding of £2k for Ferry Road Garden, and £2k for Town Ambassadors for the summer. SCC has also provided £10k to be allocated in specific instances as assistance for closure of Bailey Bridge (Cllr Ladd and Cllr Bradbury are considering any requests that come forward along with chair of Walberswick p c).

The month end management accounts and bank reconciliations for August 2021 were reviewed and approved by the Chair of the Cttee and signed off as required.

Balance Sheet – £500k transfer as previously approved by council to CCLA.

6-month Comparison to full year budget to be considered at next meeting.

6. **Station Road redevelopment project.**

Members of the project board provided a verbal update for the meeting as the meeting minutes had not been received. Finance summary as provided to town council was provided to members. Members were advised that there are no requests this month for financial agreements/ quotes/ tenders.

Members were advised that the effect of inflation and cost and availability of materials were now the main implications for the project. ESC Economic Develop team are looking at additional funding opportunities including LEP.

Members were also advised that; this is a fast-moving project, designs will need to be finalised so that they can be provided to an agent, marketing could be a risk to be considered, several approvals are required before demolition, business case will need to be updated once plans agreed, mezzanine floor is being considered to provide additional space.

7. **Other matters to consider**

Return of AGAR is awaited.

Unity Trust online bank is now being used more widely within the sector. Clerk to consider for some of council balances.

Updated valuations of property portfolio to be advised again to cttee members

8. **Date of next meeting** – Monday 18th October 2021 at 10am

Exclude 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.

Nil

Microsoft 365 - New internet enabled phones, headphones etc will be required at town hall to enable calls through Microsoft 365. Separate wi fi will also be required for public use. The facility will enable several phone lines in/ out of the town hall which will improve service to callers. One off cost of equipment and training £805.00. Monthly cost of phone and internet system will be £73 per month (£876 p a) which includes all calls and is a reduction in present costs as presently paying £29 per month for Talk Talk and £260 average quarterly charge for BT use (aver £1452pa). It was recommended that the transfer takes place as soon as possible