

**MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held Monday 13<sup>th</sup>  
December 2021 at 10.00am at Town Hall FIN REP 12.21**



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

1. **Apologies:** To receive apologies for absence.  
Apologies 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 November 2021** – The Minutes of the REP 11/2021 meeting had been presented at full Council and were approved and signed.

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

The management accounts to end November 2021 were presented by the RFO and discussed on a line-by-line basis for each individual account code. The Town Clerk explained to members the entries as displayed on the management accounts.

*Expenditure*

Salaries/pensions are in line with full year budget.

Insurance premiums paid monthly in line with direct debit mandate. The insurance renewal has been received – the 3-year agreement has 1 year to run – expiring Dec 2022.

Comms and media support reflects the work on social media, extra works for Council website on the work of Council and the N Plan.

Software and support include the Microsoft 365 system that is now being used in the office and Councillors will receive training in due course.

Grant expenditure £18,138 is offset by grant income received.

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

Kilcock toilets – £3525 - Norse are considering changing the ESC toilets to cashless systems and will let STC have details as/when they are available. The Toilets will be opened for Xmas.

Donations general budget has been increased as previously agreed.

Station Road fees/surveys £91,782– reflect the work by the Professional Team/demolition and contamination teams.

After full discussion, there were no matters of concern to highlight noted by the Finance Cttee within the 8-month accounts relating to expenditure. Expenditure £249,561 for the 8 months.

Income to the end November 2021 is £318,363 including grant income of £23,298.  
CIL income is 11,541 for 2021/22. Total CIL income to year end 2021 is in accounts at £36,827.

CIL - as per previous minutes and agreement from STC, some of the CIL funding might be used for warning signage for Potters Bridge. (Cllr Jordan, as Clerk to Reydon PC, had previously advised that the Parish Council had voted against supporting the use of some of their CIL funding for new warning signs for Potters Bridge).

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

Station Road redevelopment project.

Next Project Board meeting is 17<sup>th</sup> December 2021. See November finance minutes for latest update.

Station Road fees/surveys £91,782– reflect the work by the Professional Team/demolition and contamination teams.

6. **Budget 2022/2023 and Precept 2022/2023.**

ESC has advised that the precept must be requested by 28<sup>th</sup> January 2022. The budget and precept will therefore need to be agreed prior to this date. Town Council meeting 11<sup>th</sup> January will consider the budget and precept.

Discussion re Revenue Budget and inherent precept requirements. Committee discussed each costing on a line-by-line basis, considering the requirements for each for 2022/2023 and the implications for the budget.

Discussion regarding town support – options include Town Manager, PCSO, town handyman, gardener warden etc. Discussion as to the costs involved with each and the job descriptions/profile that the community might require from them.

Precept – letter had been received from ESC setting out tax base for 2022.2023 and the implications of keeping precept at the same level as 2021/2022 or setting at 0%. General view of the Committee was to try and establish the costs above to provide a budget at 0% increase - and then to put this to full Council for consideration.

Town Clerk/ RFO to draw up the revenue budget for 2022/2023 on the basis of the discussions above.

Capital Budget – to be drawn up in liason with Landlords cttee once property repair survey updates have been received and priorities for maintenance can be established.

7. *Internal Control Reviews* are being completed by Chair of Finance.

8. **Date of next committee meeting** – 19<sup>th</sup> January 2022 at 10am.

**Exclude Public and Press:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is agreed by all that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following. Staffing/ Property rental matters tenders /lease negotiations– NIL.