

Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held on Tuesday 17th August 2023 at 10.00am at the Town Hall. REP FG 07.23

Present – Cllrs; Davy, Flunder, Jarvis.

Town Clerk/ RFO

Members of public – Cllr Beavan.

1. **Apologies:** To receive apologies for absence. Apologies were received from Cllr Sutton
2. **Declarations of interest:**
 - a. To receive any declarations of Non-Registrable Interest regarding the agenda. Cllr Jarvis advised that he had been appointed to the 'Audit and Standards Advisory Cttee' on a separate council.
 - b. To receive any declarations of Disclosable Pecuniary Interest/ Other Registrable Interest regarding the agenda. Cllr Flunder re the Arts Centre donation.
 - c. Dispensation was provided by the clerk to enable Cllr Flunder to remain present whilst discussions took place in order that they could answer any queries raised.
3. **Matters from the public on matters relating to matters on the agenda.** Nil
4. **Minutes of July 2023 - Fin Rep 06.2023.** Received and noted. Signed by Chair of Cttee.
5. **Management accounts 2023.2024.**
Management accounts against budget, and balance sheet, for the period to July 2023 had been circulated prior to the meeting. See papers attached.

Management accounts were reviewed on a line-by-line basis against budget and discussion took place on individual items.

Income for the 4 months (excluding St Rd grant etc) was £169,228 against non-St Rd expenditure of £102,109.

Points to note – see mgt accounts. Income - Cil will be transferred to reserves. Insurance contributions need to be charged out to tenants along with electricity contributions for the market traders. Kilcock toilets are operating via donations, and the fair did not come to Southwold this year, so this has resulted in the loss of income. Expenditure - Grant expenditure is offset by grant income. Invoices are awaited for audit and stationary costs. A pledge is still in place for assistance to the tennis club. Other income and expenditure are as per budgets.

CCTV mentioned – this to be considered by council as part of strategic policy discussions.

Town App/ website – this to be considered by council as part of strategic policy discussions.

New skatepark – will be covered by a design and build JCT contract.

The month end management accounts and bank reconciliations for July 2023 were reviewed and approved by the Chair of the Cttee for sign off as required.

6. **Investments of short-term funds** - to consider options. Discussion about the options available under the Council Investment Policy to improve returns and spread risk on the funds held. Short term options will be required due to the need to access balances over the short term. Discussion re using other banks, or other Lloyds accounts as well as CCLA. Cashflow for St Rd expenditure will need to be considered as part of the investments.

Investment Policy – This had been circulated along with those of other larger councils for comparison. **It was agreed by all that the STC Policy is still relevant and appropriate for use. It was suggested that Government Guidelines could be added as an appendix to the existing Policy to make it complete.**

7. **Grants to apply for and donation requests** – update of those received and any new opportunities/ requests including.

Grants to apply for.

- UK Shared Prosperity Fund - Events grant and High Street Improvement Fund. Noted, and passed onto appropriate organisations within the town. RFO had attended a briefing on this fund and will ensure that relevant projects are signposted to this opportunity. This funding might be an opportunity to apply for solar panels for Enterprise Hub – this to be explored for the south side of Block 2.
- SCC grant update – circulated to all and reviewed for appropriate projects. The Food Pantry/ Food waste scheme had been picked up by the RFO as being a potential source of funding and an expression of interest had been registered but this was unsuccessful as the budget would only support 10 projects and over 800 applied.
- AONB/ County Wildlife Site – Environmental are aware of these opportunities and will advise on any projects that might be eligible.
- Grant of £280 for school uniform project had been unclaimed by Southwold Primary – as it was school holidays the school have given permission for STC to claim this and then to donate to them.

Donation Requests

- **Holocaust Memorial Day – Jan 2024** – Request received to assist with costs of staging this event - £200. **It was agreed by all to recommend supporting the event via a £200 donation.**
- **Southwold Arts Centre seating** – Request received to support with the purchase of chairs for the Arts Centre at a cost of £3567.60. It is recommended that the Town Council supports with half these costs i.e., £1783.80.
- **Southwold Arts Centre – Literary Festival – request for £1000.** Council to request more information about costs to be able to consider this request.

8. **Quotes to consider.**

Meeting management / Mod Gov – quotes have been received for an upgrade of the present system to facilitate meeting management availability such as that available through Mod Gov. Councillors have been forwarded the training video on the meeting management option prior to discussion re purchase of the software. Discussion about the benefits of the system both to staff and councillors. **It was agreed to purchase this additional software from Cloudy IT as per the quote. Delegated Authority as provided by Council July 2023. Software Budget to cover the costs – code 4075.**

Quotes for repair to play equipment at Klondyke as required per inspection report received – Quote provided by Komplan play equipment providers. Costs to supply and install all parts required £7701.58. As these repairs are not optional it was agreed by all to approve the costs for the work. Cost code 4420. Revised budget required to cover the costs – increase from £7k to £20k for 2023.2024.

Quote for repair to workshop door to be considered first by landlords cttee.

Quote for urgent repair works to shower and bathroom in Flat 9a H T. This work has been considered as appropriate by Landlords Cttee. Damp and mould in bathroom due to ill-fitting bath/ shower / tiles etc. Quote to fit new shower tray and screen and shower, along with wash basin and taps and toilet. Retile all walls and replace rotten skirting boards and floorboards. **Quote £4851 agreed within property repair budget code 4500 under the delegated authority provided by Council July 2023.**

9. **Policies/ procedures for review – Nil**

See update from Civility and Respect Project. Noted.

10. **Risk Management – Cyber and climate.**

Discussion re these items. It was noted that Cllr Beavan leads on the Flood Board which aids local resilience.

Fire – Common Trust needs to consider the relevant implications across The Common, with coppicing, fire breaks etc. and determine a strategy for this.

Harbour – needs to escalate controls following the recent fire – and consider especially gas containers, wood etc.

Beach Huts – need to consider the retention of the gaps between the huts – clear rubbish etc.

ESC is trying to achieve net zero – but this is proving difficult within the property portfolio.

ESC is having an initiative with Warwick University. Discussion as to what STC can do.

Strategy of STC could be to retrofit solar panels and improve heating / insulation etc as part of a climate agenda. It was suggested that Hurren Terrace could be considered for solar panels.

Plastic – ESC Ward Cllr Beavan offered to assist with the provision of a drinks / refilling station on electricity green. (This could also provide a means of water for maintenance of the garden there too.)

Cyber security attacks – it was suggested that annual training be carried out.

Fraud to be added as a future agenda item.

11. **Next meeting – 14th September 2023 at 10.00am**

12. **If Required - Nil**

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.

Nil

