



**MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held 17th
September 2020 at 10am by Zoom**

FIN REP 09.20

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. 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) 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

3. **Minutes of the last meeting -** the minutes of the REP 8.2020 meeting were approved and signed and had been noted at the previous Town Council meeting.
4. **Management accounts 2020/21.**

The management accounts to end August 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.

The item of excess spend in relation to town works – including increased refuse collections, gardening and the clearance of Alexander. After discussion it was agreed that as much of the extra work was COVID related – a virement of £5k from the Covid budget will be allocated to gardening and town works.

Note – that works need to be undertaken to the shrubs in the back garden of 1 Strickland Place which are leaning against the side fence – gardener to be asked to action. Fence to have a temporary repair.

Open Air cinema – The event is yet to be finally costed as invoices are still outstanding but it is anticipated that the event will not have quite made break even with a deficit of approx. £1000 which will be funded through the Town Manager annual budget. Upfront costs have been paid for some items which will enable future similar events to take place.

After full discussion, there were no matters of concern to highlight noted by the Finance cttee within the 5-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.

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 £190816 – expenditure £97995.

The month end management accounts and bank reconciliations for August 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 now untenanted. Landlords to note.

Potential sale of property at Strickland Place – no update.

5. **Donations** to receive requests.

Nil

6. **NALC PAY SCALES** 2002/21 – Revised pay scale received for admin asst. The new hourly rate for the administrative assistant pay scale is to be applied from 1st April 2020.

Chair.....

Dated

Recommendations

It is Recommended that £5,000 of the Covid Budget be transferred to town works.