



**MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held  
Monday 18<sup>th</sup> October 2021 at 10.00am at Town Hall FIN REP 10.21**

Present – Cllr Betts, Cllr Bradbury, Cllr Jordan, Cllr Ladd Also, present Town Clerk

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

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 September 2021** – The minutes of the REP 09/2021 meeting had been presented at full council and were approved and signed.

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

The management accounts to end September 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 the half year budget. The Town Clerk talked members through the entries as displayed on the management accounts.

*Expenditure*

Salaries/ pensions etc are in line with full year 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.

Kilcock toilets –Norse are considering changing the ESC toilets to cashless systems and will let STC have details as/ when they are available.

Donations general budget has been increased as previously agreed.

Capital works at 13 Station Road are virtually complete and further payments will become due.

After full discussion, there were no matters of concern to highlight noted by the Finance Cttee within the 6-month accounts relating to expenditure.

Revenue Expenditure £73246 against full year budget £292747

Capital Expenditure £34960 against full year budget £444700

Grant expenditure £11126 against grant income of £16405

Station Rd redevelopment expenditure £62564 – to be covered by reserves / grant drawdown

Revenue Income to the end September 2021 is £118595 against full year budget £138945  
Grant income £16405  
Capital income £125279 against full year budget of £257883

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

6. **Station Road redevelopment project.**

Project Board meeting is scheduled for next week.

Project manager has provided updated budget summary and this was provided to members (see attached). All invoices are submitted to Project Managers before payment, to ensure that only those works that are signed off as completed are paid.

LEP funding application has been submitted for consideration.

The Town Council insurers have been advised of the redevelopment to ensure that policy is noted accordingly.

7. **Audit 2020/2021**

AGAR 2020/2021 has been returned and the signed off audit and has been confirmed by Town Council (September 2021) and made available for public display. No further actions to note.

8. **Insurance 2022** – renewal of policy is due December 2021 and representative from WPS has met with Town Clerk to review policy items and to ensure that all sums assured are appropriate. Various amendments are required to the policy and these will be put in place before renewal. Premiums are protected to December 2022 i.e through to policy agreement expiry date. The review for 2023 will take place Sept/ Oct 2022 to ensure that there is the opportunity to obtain further quotes if required.

9. **Governance Policies to consider** – Nil

10. **Financial considerations/ requests** –

Property valuations – a market valuation of the property portfolio has been carried out on an unsurveyed basis - the valuations are as follows; commercial properties £4,245,000, residential properties £6,845,000.

Mapping training – the Town Clerk and admin assistant will receive update training on the mapping system as part of the mapping package. No present councillor has had training (previously Cllr Palmer was trained) – and if there is a need for new training this will cost in the region of £500 for half day.

Discussion re whether there was a need for councillors to be able to use the system and it was felt that with the N plan nearing completion there is no present need for councillor training. This to be reviewed in the new year.

Council mobile phone – present out of hours mobile is a pay as you go flip top non smart phone which is no longer adequate for council use. It was suggested that to negate need for staff to use

own phone for such work use, a phone be purchased which has a camera, the ability to respond to text messages as well as calls – either on a monthly contract or purchase a reconditioned phone up to a max £250 and have on a SIM only basis dependent on available deals.

SRS – Dog bags -it was agreed by all to recommend that a donation of £150 be made for the bags.

Christmas Lights donation – the Lights Cttee is considering purchasing new icicle lights which will be for the town hall – costs to be confirmed - a budget of up to £1500 has been requested. As the lights will be for the Town Hall the Town Council will retain the lights as an asset. It was agreed by all to recommend that this purchase be made by the Christmas Lights cttee to a maximum of £1500.

Updated security at Town Hall. 2 quotes have been received for updating the security at the Town Hal, and a further quote is awaited. These improvements had been due to be actioned when the improvements works were to be made to the Town Hall, but as the works are still delayed, it is recommended that the security upgrade be undertaken with immediate effect. Present quotes are for £1000 and £1700 (including VAT), - the specs, and provisions are different in each instance. It is recommended that the finance cttee be given delegated authority to approve an upgraded system for the Town Hall within a budget of £2000.

11. **Date of next meeting** – to be confirmed.

**Exclude Public and Press:** *Pursuant to section 1 (2) of the Public Bodied (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.*

Property rental matters – see confidential minutes CON FID fin 10/2021.

#### **Recommendations**

Council mobile phone – present out of hours mobile is a pay as you go flip top non smart phone which is no longer adequate for council use. It was suggested that to negate need for staff to use own phone for such work use, a phone be purchased which has a camera, the ability to respond to text messages as well as calls – either on a monthly contract or purchase a reconditioned phone up to a max £250 and have on a SIM only basis dependent on available deals.

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