

**MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held Wednesday  
19<sup>th</sup> January 2022 at 10.00am at Town Hall FIN REP 01.2022**



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

1. **Apologies:** To receive apologies for absence.  
Nil.
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.
3. **Matters from the public.**  
Nil.
4. **Minutes of the last meeting December 2021** – The Minutes of the REP 12/2021 meeting had been circulated and were approved by all.
5. **Update on Management accounts 2021/2022**  
The management accounts to end December 2021 were presented by the RFO and discussed on a line-by-line basis for each individual account code. See details attached. 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 = £38,348 which exceeds budget due to the insurance renewal for 2022 being paid in one lump sum as agreed by Council. The 3-year agreement expires 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 – £4441 - 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.

Station Road fees/surveys £166175– reflect the work by the Professional Team/demolition and contamination teams.

Loan repayments – £30k plus interest is repaid annually. Loan has 6.5 years left to be repaid – capital sum outstanding totals £195k - interest rate 1.77%. (for comparison the present PWLB 10 year interest rate is 2.07%)

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 £441234 for the 9 months.

Income to the end December 2021 is £335,183 including grant income of £23,948.  
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 required for warning signage for Potters Bridge. Discussion about whether an 'in principle' sum should be put forward by Town Council, on the condition that other parishes, stakeholders and SCC also contribute to the overall costs. SCC is sourcing the cost for the equipment required – with the original quote being in region of £30k.

**After full discussion it is recommended by the Finance cttee, that STC sets aside a maximum of £5k of its present CIL funding to the provision of such signage, on the basis that this expenditure will be ratified once costs have been confirmed, and other stakeholders/interested parties have confirmed their 'in principle' approval of a sum to contribute to the costs.**

Donations/grants received £23,948 – includes some contributions from third parties to the Xmas Lights evening. Cllr Ladd advised that approx. net £1200 will be required from the donation of £1500 agreed by the Town Council for the Xmas Lights event (the Town Council contribution will cover the cost of lights for the Town Hall, and these are being retained at the Town Hall for future use).

A grant of £4500 has been approved by Suffolk Growth in line with the application request for more wayfinding for High Street, extension of shopping timeframes, and further development of Town App.

Funding request for assistance with Community events for Platinum Jubilee – Funding has been made available through the Arts Council. On behalf of the community of Southwold and Reydon, a grant application for £10k has been submitted by the Arts Centre for various events that the community are looking to hold during this period. Arts Centre will act as the umbrella organisation for the community for this purpose.

SCC Cllr Ladd advised that he is assisting Kessingland PC with £1K allocation from his Locality funding for their Platinum Jubilee community events and suggested that the Arts Centre could also approach him on behalf of the communities of Southwold and Reydon for a similar sum.

The month end management accounts and bank reconciliations for December 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 later today. See November/December finance minutes for latest update.

Station Road fees/surveys £166175– reflect the work by the Professional Team/demolition and contamination teams.

#### 6. **Budget 2022/2023**

Discussion regarding **Community Support Services** allocation placed in the revenue budget – and how this might be allocated. Options include; Town Manager, PCSO, town handyman, gardener warden, as well as additional donation allocation. Discussion as to the possible costs involved with Town Manager and PCSO role and the job descriptions/profile that the community might require from them.

Regarding a PCSO, concern was expressed about the number of local burglaries taken place in recent days. It is suggested that the Council write and request a police update/report be provided

to an upcoming Council meeting. It was suggested that Council ask also about Blue Light collaboration and whether this is taking place locally. Discussion also about the need for more crime prevention information being provided to residents, as some of the burglaries have gained access through open windows.

It was also suggested that Council should ask the Police and Crime Commissioner how many of the 100 extra police on the streets in Suffolk would be spending time in Southwold – such information will be required if Council wishes to explore the potential for a part time PCSO (perhaps jointly funded with Reydon PC if they are interested?) .

It was suggested that the Police and Crime Commissioner could be asked to speak at the Annual Parish Meeting along with the new Halesworth Inspector.

**Recommendation – Council to write to the police asking for a report/update on local issues to be provided to a future Council meeting – including a request for the police to provide crime prevention information to the community. Council to also ask whether additional support will be provided locally through the introduction of the extra 100 police in Suffolk, and whether the Blue Light collaboration is happening locally.**

**Recommendation – Council to request that the Police and Crime Commissioner comes along to speak at the Annual Parish Meeting together with the new Halesworth Inspector.**

#### **Community Donations for 2022 – 2023.**

Following a recent request from the Tennis Club, Council has now received details of specific items that are required within the clubhouse project. The Club have raised a significant amount of funding already towards the £200,000 total costs, but still have a shortfall. Items requiring purchase between 2022 – 2023 include a solar roof at a cost of £5000. Discussion about providing an ‘in principle’ agreement for a donation of £5000 for a solar roof. Such a system would meet the Town Council climate emergency and environmental policies.

**Tennis Club - It is recommended that an ‘in principle’ agreement be provided for a donation of £5000 for a solar roof for the clubhouse. Such a system would meet the Town Council climate emergency and environmental policies.**

The Committee were asked to also consider a request from the Arts Centre for a contribution towards a new fire system which is needed to meet safety regulations. Cost £3884 plus VAT. Discussion about providing an ‘in principle’ agreement for a donation of £2500 towards the fire safety improvements at the Centre.

**Arts Centre – it is recommended that an ‘in principle’ agreement for a donation of £2500 be provided for the fire safety improvements required at the Arts Centre.**

A note will be placed in the Organ/Gazette advising community groups that the Finance cttee will be considering donation/grant requests in April 2022 – and providing a date by when requests should be submitted.

## **7. Other matters**

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

*Garage on Stradbroke Road* – Council has been advised that a monthly fee of £50 will be introduced for continued use of the garage wef 1<sup>st</sup> April 2022. Presently there is no charge. After discussion it was suggested that the items in the garage will be moved to the workshop and that the owner will be advised that the garage is no longer required.

8. **Date of next committee meeting** – to be arranged.

**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.

**Recommendations:**

**That STC sets aside a maximum of £5k of its present CIL funding to the provision of such signage, on the basis that this expenditure will be ratified once costs have been confirmed, and other stakeholders/interested parties have confirmed their ‘in principle’ approval of a sum to contribute to the costs.**

**Council to write to the police asking for a report/update on local issues to be provided to a future Council meeting – including a request for the police to provide crime prevention information to the community. Council to also ask whether additional support will be provided locally through the introduction of the extra 100 police in Suffolk, and whether the Blue Light collaboration is happening locally.**

**Council to request that the Police and Crime Commissioner comes along to speak at the Annual Parish Meeting together with the new Halesworth Inspector.**

**It is recommended that an ‘in principle’ agreement be provided for a donation of £5000 for a solar roof for the tennis clubhouse. Such a system would meet the Town Council climate emergency and environmental policies.**

**That an ‘in principle’ agreement for a donation of £2500 be provided for the fire safety improvements required at the Arts Centre.**