

**Notes of the FINANCE AND GOVERNANCE COMMITTEE meeting held 9<sup>th</sup>  
November 2022 at 10am at Town Hall**

**Fin rep 10.2022**



Present – Cllr Flunder, Cllr Jordan, Cllr Ladd – Cllr Bradbury joined on zoom. Also, Present Town Clerk.  
Meeting not quorate so carried out for information update only.

1. **Apologies:** *To receive apologies for absence* – Cllr Betts, Cllr Bradbury provided apologies. Both were accepted as per council policy.  
Cllr Flunder chaired the meeting in the absence of Cllr Betts.
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 on matters relating to matters on the agenda**  
Nil.
4. **Notes of the last meeting Fin Rep 09.2022**  
Notes had been to STC full council meeting.
5. **Management accounts 2022-2023.**  
Mgt accounts – see documents attached for the 7-month end October 2022.  
The Town Clerk presented the mgt accounts for the first 7 months highlighting transactions on a line-by-line basis.  
See attached.  
The annotated mgt accounts were explained and discussed with specific reference to.  
*Income*  
Interest – at £5171 reflects balances held. Discussion about looking around for best products for interest in view of recent rate increases and the council balances.  
Fair site rent – £1485 paid into ‘rental income’  
Kilcock toilets – £1486 the coin machine has broken – new machines will be required and may need to be card payment too. Quotes considered for repair or replacement. On present quotes it would take many years to recoup income required in updating the payment system. Discussion took place regarding providing the facilities free of charge when open to alleviate capital upgrade required. Further consideration will be required as the present system also operates as an opening/closing system overnight.  
Grants - Millennium Foundation are due to pay back the £10k donation in due course although no time limit was originally placed on the repayment.  
CIL - £3910 was received Oct 2022 – so total CIL income for the year is £8643.  
Car charging – income £881 received for year to date.  
Rental income at £157,069 is on budget.  
Insurance contributions are being collected - £8175 reimbursed to date.  
  
*Expenditure*  
Grant expenditure - £47,243 relates to Jubilee/AONB and RDPE grant for town trail which is on process of being reimbursed.  
Insurance – was paid in previous years’ accounts for all of 2022.  
Subs £1031 Budget £1000 are SALC and ATCM, zoom and squarespace.  
Events £6567 Bud £4k, expenditure includes Jubilee and Proclamation Sept 2022.

Prof fees Station Rd £149,669 are being paid only once confirmation is received from Project Mgrs. that the work has been carried out as expected and is in line with the Project Budget. Project Board are moving the project forward and dealing with any practical issues as they arise. Cllrs Bradbury and Flunder to meet to go through the separate cashflow for the project. CCF and SGIF grant claims to be made before year end.

Comms and media support - £4115 – Budget £7k, covers social media, ord work and St Rd.

Allowances £100 represent Sgt at Mace allowance for half year.

Donations -£4692 covers pledge made to tennis club. Pledge towards new skatepark facility will be drawn once project goes ahead.

Property expenditure £33717 against full year budget of £155,000.

Kilcock toilets – £1913 costs from ESC / Norse to clean etc.

Total income for the first quarter was £310,918 against annual budget £363,110 whilst total expenditure was £191,601 (net of St Yard expenses which are being run on separate budget) against annual budget £370,413. First half year loan repayment has been made. Balance sheet presented to all members.

After full discussion, there were no matters of concern to highlight noted by the Finance Cttee within the 7-month accounts relating to expenditure or income.

The month end management accounts and bank reconciliations for October 2022 were reviewed and approved by the Chair of the Cttee and signed off as required.

## 6. **Budget setting 2023 -2024**

### *Timescales*

Town Clerk explained the process and timescales required for Budget setting 2023/2024.

Precept to be set by end Jan 2023

Budget to be agreed and Precept to be agreed at Dec 2022 or Jan 2023 council meeting (would need an early Jan council meeting to sign this off).

### *Committees/working groups*

Committees/working groups to consider their requirements for the budget for 2023/2024.

Employment working group have considered resourcing, and landlords cttee have expressed their property maintenance priorities. Quotes have been received for extending the wi fi provision, and for additional footfall trackers.

*Potential High Street property purchases* – following the discussion at the previous council meeting, the cttee discussed how funds might be raised should an appropriate property become available. Preference is for a property which includes residential above. Those presently on market have sold off their residential parts on long lease.

Discussion around the number of empty premises, their selling prices, and the ongoing viability of retail in the commercial High Street sector. It was noted that if council could own more High Street property there might be an opportunity to increase the number of independent retailers in the town. Selling opportunities to continue to be watched – but council will need to consider how it would finance a suitable opportunity should it become available.

*Kilcock Toilets* – consider non receipt of income on budget, and whether it would be appropriate to return these to ESC now that their strategy on restructuring the provision of public conveniences seems to have altered.

*Inflation* 10% will need to be added

7. **Grants to apply for and donation requests** – *Grants to apply for and donation requests – update of those received and any new opportunities/requests including;*  
Grant – Sandlings Walk - bridge to Waters Copse – works completed. Grant claim to be reimbursed. Thanks were extended to JM Environmental for the project mgt work undertaken by them on behalf of council and the grants which have been successfully obtained in relation to these projects.  
RDPE grant claimed Oct. Boating lake Lottery application to be progressed.  
Spreadsheet Summary of grants applied for and their progress to date shown to members.
- Quote of £1835 received for establishment of separate website for 1 year for the St Rd project, whilst the construction is underway in order that both construction and operator updates can regularly be provided.**  
**It is recommended that the quote of £1835 be accepted and the website be made available as soon as possible.**
8. **Insurance update** - Cyber insurance conditions need to be implemented – i.e., under a dual sign-in and this is being progressed.
9. **Pension Regulator** - re-enrolment dates to be noted and re enrolment duties to be carried out.
10. **NALC salary review 2022/2023** - The NALC salary review has now been agreed nationally for 2022/2023. There is an across the board increase of £1925 pa for every salary banding backdated to April 2022. The salary for the town clerk and admin asst is linked to national local government pay awards. In addition, the NALC 2022/2023 agreement provides for an additional day of annual leave being provided to all pay scales wef 1<sup>st</sup> April 2023.

#### **If Required**

**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.*  
Property rental matters/consideration of commercial quotes/ staffing matters

See confidential note REP 10.2022

#### **Recommendation**

**Quote of £1835 received for establishment of separate website for 1 year for the St Rd project, whilst the construction is underway in order that both construction and operator updates can regularly be provided.**  
**It is recommended that the quote of £1835 be accepted and the website be made available as soon as possible.**