

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held 16th
December 2022 at 9.30am at Town Hall**

Fin rep 11.2022



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

1. **Apologies:** *To receive apologies for absence* – Cllr Jordan provided apologies. Accepted as per council policy.

2. **Declarations of interest:**
 - a. To receive any declarations of Personal Interest regarding the agenda.
Cllr Flunder regarding potential donation requests for Budget 2023.2024 by Arts Centre and Museum.
 - b. To receive any declarations of Pecuniary Interest regarding the agenda.
Cllr Flunder regarding potential donation requests for Budget 2023.2024 by Arts Centre and Museum.
 - 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 10.2022**
Notes had been to STC full council meeting.

5. **Management accounts 2022-2023.**
Mgt accounts – see documents attached for the 8-month end November 2022.
The Town Clerk presented the mgt accounts for the first 8 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 £6710 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 – £1491 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 - total CIL income for the year is £8643.
Car charging – income £881 received for year to date. Next payment chased.
Rental income at £175231 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 £7405 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.
Comms and media support - £4110 – 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 £36332 against full year budget of £155,000. Awaiting tender for other works required.
Kilcock toilets – £1913 costs from ESC / Norse to clean etc.

Total income for the 8 months was £331,553 against annual budget £363,110 whilst total expenditure was £204,719 (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 8-month accounts relating to expenditure or income.

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

Cllr Ladd updated members on meeting with UKPN regarding provision of electricity to Gardner Road for EVC. UKPN estimated that the costs would be in region of £4k. New box will also be required and there will therefore be work required by ECO too as well as UKPN. UKPN to dig the trenches required. (NB costs to provide electricity to Millennium car park could be in region of £10k but could be substantially reduced if the Fire Station site development needs to bring a supply for the development in next to the car park).

It is recommended that, whilst awaiting the quotes, a budget of £5k be allocated for the provision of the supply of electricity by UKPN and ECO, to Gardner Road car park. To be covered from CIL monies.

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 considered and agreed at council meeting of 10th Jan 2023.

Donation Budget – Cllr Flunder advised that the Arts Centre might request a donation to improve accessibility and that the Museum Trustees might require assistance with repairs to the fabric of the building.

Cllr Ladd advised that ESC will be launching funding streams in the New Year that they have successfully bid for through the UK shared Prosperity Fund and that these will be for Events, Art and Culture, as well as High Street Improvements. It therefore would be appropriate for the above organisations to consider these grant opportunities – Town Clerk will forward further

details once they become available. Cllr Ladd advised that there are also grant providers who have funding for grants to museums and that these might be appropriate too.

New skatepark – Cllr Flunder advised that if the community skatepark group needs additional funding council might wish to consider an additional pledge.

Town Hall – There is now only permission for 2 people to stand on the balcony at any one time without it having additional support. This has had an impact on the organisation of this years Xmas Lights. Quotes to be obtained to improve/ replace balcony.

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.
Town Trail grant monies due to be reimbursed this week.
Grant for refreshments for community carol service at church successfully applied for by the church – having been signposted to the funding by the Town Clerk.

8. **Insurance update** - Cyber insurance conditions need to be implemented – i.e., under a dual sign-in and this is being progressed.
Insurance premium for 2023 had been circulated - Needs to be renewed by 25th December 2022. Choice is to go with a 1 year deal at £30,143.00 or to link into a 3 year deal at £26,149.89 this year, rising by 5% pa for following 2 years. Requested that this be a 14 month policy this time to take away from a 25th Dec renewal, and whichever option is chosen, this can be done by adding a further 2 months pro rata on at this renewal. Both options will need paying in a lump sum. There is also an additional option to increase the public liability cover to £15m at an increase in premium of £1332.17.

Discussion took place about aspects of the policy that might need further consideration, including mould cover, fire regs and gas regs.

It is recommended that the insurance cover be renewed on a 3 year deal at an initial cost of £26149.89 per annum. That this be paid for 14 months in order for renewal to be 25th Feb 2024 rather than 25th December 2023. Consideration to increase public liability to £15m to be made as/ when required – not to be taken at the moment.

Pension Regulator - re-enrolment dates to be noted and re enrolment duties completed.

9. **Policies to consider** – Civility and Respect Model councillor/officer policy, Social Media Civility and Respect Guide and Policy Supplement,
It is recommended that the Civility and Respect Model councillor/ officer policy, Social Media Civility and Respect Guide and Policy Supplement, be adopted with immediate effect.

10. - **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 Confid Fin Report 11/2022

Recommendations

It is recommended that, whilst awaiting the UKPN quote, a budget of £5k be allocated for the provision of the supply of electricity by UKPN and ECO, to Gardner Road car park. To be covered from CIL monies.

It is recommended that the insurance cover be renewed on a 3 year deal at an initial cost of £26149.89 per annum. That this be paid for 14 months in order for renewal to be 25th Feb 2024 rather than 25th December 2023. Consideration to increase public liability to £15m to be made as/ when required – not to be taken at the moment.

It is recommended that the Civility and Respect Model councillor/ officer policy, Social Media Civility and Respect Guide and Policy Supplement, be adopted with immediate effect.

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