



MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held 18th August 2020 at 10am by Zoom

FIN REP 08.20

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

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 7.2020 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 July 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 budget – noting that the first quarterly rental income had now been received.

Discussion about the impact of Covid on the income/ expenditure of the Town Council. No action required on this as both are within expectations.

After discussion, there were no matters of concern to highlight noted by the Finance cttee within the 4-month accounts relating to expenditure.

The month end management accounts and bank reconciliations for July 2020 were reviewed and approved by the Chair of the cttee and signed off as required.

Further discussion –

Shuttle bus – Further to update to Council, Town Clerk to arrange the pro rata refund of donations for 2019/20 and 2020/20219 as appropriate for Oaklands. It was agreed that Reydon P C should be contacted and advised that the service is likely to be re-established by Sole Bay Care Fund/ VHC, and to have a discussion with them regarding the extent of the capital depreciation of the asset and their thoughts on providing a capital contribution.

Kilcock Toilets –Reminder that the charge is due to come back into effect from 1st September. Possibilities for cashless payments are being researched.

Grants/ Donations

Boating Lake feasibility study monies £7k remain to enable grants to be submitted for the recommendations arising from the report – James Mellish actioning.

Town Ambassadors – Adnams £2k, ESC ward Cllr £1k, SCC ward Cllr £1k, - nil remaining.

Covid pedestrian scheme - £1k SCC ward Cllr – nil remaining

Stc Covid donation balance - £15k allocated - £10k remaining

Business Association - £3k awarded - £3k remaining

Southwold Town App – grant application pending

Mayors Local Flood Relief and Farmiloe Fund – these 2 accounts have balances of £4015.85 and £1085.33 respectively. The use of funds are respectively detailed as being for ‘relief and distress of persons residing in the Borough of Southwold caused by flooding in the same Borough’ and ‘for the benefit and relief of necessitous and deserving fishermen and others engaged on the shore or adjacent thereto at Southwold’ . It is not apparent when funds have ever been used from these accounts.

In view of the Covid Pandemic and the need to assist residents of Southwold, it is recommended that rather than never being used these sums be allocated to the Covid Relief budget and applied appropriately within this budget.

Town Manager Event / Open Air cinema event

The costing for this event has been received from the Town Manager. The Town Manager is organising the event for early September – costs to be covered from the Town Manager annual budget.

5 Donations to receive requests.

Nil

6. Property repair quotes

2 Strickland Place windows and doors – 1 quote received / 2 more to be obtained

Town Hall works – Review of requirements for disability audit - quote awaited

1 Strickland Place – Architect quote awaited

The works at Flat 21 Market Place and 13 Station Road are both on Contracts Finder

7. Feasibility Reports – Marshes/ Common / Boating Lake

Quote has been received for the man hours involved in considering the reports and for taking each part forward for funding / project works/ costing of labour/ materials. Costs for undertaking this for the complete report which will need work taking place 2020 – 2024 is in the region of £13k. However, there are smaller projects within the main project, and this will need to be considered by the L and E cttee /Common Trust to prioritise the actual order of the works.

Planning application for the town trail has been deferred until end Sept and this will enable a further stakeholder consultation to take place on the location of markers and items to be displayed along the trail.

Chair.....

Dated

Recommendations

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