



MINUTES of the FINANCE AND GOVERNANCE COMMITTEE meeting held on Monday 19th July 2021 at 10am at the Town Hall

FIN REP 07.21

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

3. **Matters from the public.**

There were no matters from members of the public.

4. **Minutes of the last meeting rep 6.2021 April 2021** – agreed by Town Council at the last meeting.

5. **Management accounts 2021/2022.**

The management accounts to end June 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 budget. There had only been a few entries during the first 3 months. The Town Clerk advised members of the entries as displayed on the management accounts.

Salaries/ pensions etc are as per 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. Toilet Tax relief has been applied to the Kilcock Cliff toilets and a business rates refund had been received.

After full discussion, there were no matters of concern to highlight noted by the Finance Cttee within the 3-month accounts relating to expenditure. Expenditure £-6,023.

Income to the end June 2021 is £89,770 which includes grant funding of £2k for Ferry Road Garden, and £2k for Town Ambassadors for the summer. The income was lower than anticipated due to some late payments of rent – discussions will take place with respective tenants to make appropriate arrangements.

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

Ground Maintenance Budget - Discussion about the ground's maintenance budget.

Mention was made that the town presently looks 'scruffy' and that more weeding/ maintenance is required to ensure that the appearance of the town improves. Specific mention was made of the areas either side of Mights Bridge, Woodleys Yard, and overgrowth alongside steps to prom. Discussion about areas of responsibility – these are diverse and include SCC for highways/ footpaths, individual

land and property owners and/or the respective agencies, ESC/Norse for the greens/ prom, Millennium Foundation for areas along either side of Mights Road, Common Trust for the Common, Town Council for Tibbys Green, Klondyke, Electricity Green, Bank Alley and Town Pump.

Action - It was suggested that council make contact with as many of the aforementioned as possible, to request that they take responsibility for the weeds/ maintenance outside of their land/ property in order to improve the appearance of the town. Such messaging to also be included within the various comms updates being sent out by the council.

Station Road redevelopment project Budget – there is an individual code on the mgt accounts for the invoices paid in relation to the project. Members advised that it would be appropriate to receive a report of committed expenditure against budget in addition to the annotation of actual expenditure as already provided in the mgt accounts. The meeting was advised that this to date such a report has not been regularly requested from the Project Manager at the Project Board meetings and this to be asked to be a standing agenda item.

Action – Town Clerk to request this as an agenda item for the next and future Project Board meetings and Town Clerk to provide report as a standing item on future finance cttee agendas.

7. **Audit 2020-2021 – Internal audit - Matters to consider.**

There is one recommendation within the internal audit for the Finance cttee to consider the wording of the online payments system as described in the Internal Control Statement.

Action - Revised wording to be considered at the next Finance cttee meeting.

8. **Other Finance matters**

Accepting credit card payments – On occasions the town council has been asked to accept credit card payments and it was suggested that it would therefore be useful to have a device that could enable this. SumUp is one provider of such a facility – who charge a one-off fee for the handheld device (Sum Up is presently £69 per device) and there are no monthly payment fees. A commission is taken on each transaction – commission payment to SumUp is 1.69%. Other providers are available, and comparison will be made to ensure that the most appropriate provider is selected. **It is recommended that the Town Council purchase 2 handheld devices to enable credit card transactions to be accepted – within a budget of £200.**

Employment matters

Employees pensions - admin asst / town clerk are registered within the local government pension scheme – STC register with NEST as a pension provider for Town Mgr., and any future employee who request to pay into a council pension scheme.

Admin assistant

NALC standard pay scale increase received for year 2020.2021 paid and backdated to 31st March 2020. NALC pay scales for 2021.22 are awaited.

Holiday 2020.2021 - In view of the pandemic in 2020, the holiday allocation for 2020.2021 will be amalgamated with that of 2021.22 and will be available to be taken by 31st March 2022. In view of length of service, the admin asst receives 3 days above the statutory provision of holiday days per year. Instead of taking these 3 days (allocated from the year 2020.2021) the admin asst has suggested that payment in lieu of taking the holiday might be appropriate to be considered. Payment is not permitted for days accumulated that are within the statutory provision, but additional days are eligible. **It is therefore recommended that due to the number of days that have been accumulated and as a one off for 2020.2021 – payment be made for these 3 additional days in lieu of accumulating them as holiday.**

If Required - It was RESOLVED by all to exclude public and press for discussion regarding individual tenancies/ rents.

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 – see confidential minutes of today's date.

Accepting credit card payments - It is recommended that the Town Council purchase 2 handheld devices to enable credit card transactions to be accepted – card machines to be purchased within a budget of £200.

Admin asst holiday 2020.2021 - It is recommended that as a one off for 2020.2021 – payment be made for the 3 holiday days accrued over and above the statutory min in lieu of accumulating them as further holiday entitlement.

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