

**Minutes of the FINANCE AND GOVERNANCE COMMITTEE meeting held 22nd  
February 2023 at 9.30am at Town Hall**

**Fin rep 02.2023**



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

1. **Apologies:** *To receive apologies for absence* – apologies for absence from Cllr Jordan.
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. **Minutes of the last meeting Fin Rep 01.23**  
Notes had been to STC full council meeting.
5. **Management accounts 2022-2023.**  
Mgt accounts – see documents attached for the 10-month end January 2023.  
The Town Clerk presented the mgt accounts for the 10 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 £11267 reflects balances held. Discussion last meeting 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 – £1558. Toilets are closed until Easter 2023. Note; 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. Cllr Ladd advised the previous meeting that this is likely to be repaid in April 2023.  
Station Road grants have been applied for – SGIF £50k received. Claim for £400k CCF.  
CIL - total CIL income for the year is £8643.  
Car charging – income £881 received for year to date. Next payment chased.  
Rental income at £214,853 is on budget.  
Insurance contributions have been collected - £8175 reimbursed to date – 3 tenants are still to pay.  
  
*Expenditure*  
Grant expenditure - £47,243 relates to Jubilee/AONB and RDPE grant for town trail.  
Insurance – £4671 paid for period to Feb 2023. The Premium for February 2023-2024 to be made Feb 2023. Payment in a lump sum will secure the best cost for council.

Subs £1031 Budget £1000 are SALC and ATCM, zoom and squarespace.

Events £9565 Bud £4k, expenditure includes Jubilee and Proclamation Sept 2022 for which grant income assisted the costs.

Station Rd - Prof fees £85,921, and other costs £336,587, are being paid 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 are meeting regularly to go through the separate cashflow for the project. Initial CCF and SGIF grant claims have been made.

Comms and media support - £5990 – Budget £7k, covers social media, ord work and St Rd for which a grant claim has been made against the CCF revenue funding.

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

Donations -£3692 covers pledge made to tennis club. Pledge towards new skatepark facility will be drawn once project goes ahead.

Property expenditure £44,405 against full year budget of £155,000. Awaiting invoicing for other works agreed.

Kilcock toilets – £1974 costs from ESC/Norse to clean etc.

Total income for the 10 months was £420,101 (net of Station Rd grant income) against annual budget £363,110 whilst total expenditure was £280,141 (net of St Yard costs 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 10-month accounts relating to revenue/capital expenditure or income.

The month end management accounts and bank reconciliations for January 2023 were reviewed and approved by the Chair of the Cttee and signed off as required.

Whole council cashflow –Further to previous notes, an in house system is being put together to record major cashflow movements for 2023/2024.

#### Other discussion points:

PCSO – assisting with costs for a PCSO was not in the budget for 2022/2023 or 2023/2024. Recent anti-social behaviour has been experienced across the town and discussion took place regarding the role of community policing and the resources/ attention provided to Southwold. Maybe opportunity to reconsider such a role again for next budget.

Police will be present and will provide a report to the Annual Parish Meeting on 2<sup>nd</sup> March 2023.

#### Kilcock Toilets

These were transferred to STC ownership in 2010 when set to be permanently closed by Waveney DC. STC invested in improvements of the toilets and the income received from them has been used to offset the cost of opening and maintaining them.

**It was noted that ESC policy on public toilets has changed from that of Waveney, and it does not now appear to be the policy to close such public facilities. In view of this, it was suggested that ESC be approached to maintain the Kilcock toilets as part of their tourism offer with no cost to the town, in the same way that they own and maintain the Pier, Harbour, and Ferry Road toilets. Recommended that Council take this forward with ESC.**

Donation Box – Gardner Road car park. In the absence of any parking charges on the car park, and the costs of upgrading the car park, council has previously discussed placing a donations box at the car park – similar to that at Millennium car park.

Electricity will be required to enable card payments to be taken - and this is being installed in April as part of the electric vehicle charging project. This will enable a donation box with cash and card facilities to be installed in this area. Cost of box similar to that at Carlton Mashes is £895. This to be considered once electricity is available.

6. **Grants to apply for and donation requests** – *Grants to apply for and donation requests – update of those received and any new opportunities/requests including;*  
Sustainable Development Fund Grant – for a bird watching area within Buss Creek Marsh, £2280 applied for and awarded with outputs including improved access and biodiversity optimisation for wildlife recording and education, delivered by professionals and volunteers.  
ESTI - £2k received for improvements to the website, [www.shopsouthwold.co.uk](http://www.shopsouthwold.co.uk), which also acts as the landing page for the ESC public Wi fi. The website will be updated and navigate users to all the information available on the Town App.  
UK Shared Prosperity Fund applications - £10k and £15k applied for respectively between the 2 funds. Applications being considered at ESC in early March 2023. Projects include; extension of public wi fi, Coronation events, upgrading of North Parade shelter as part of the trail project.
7. **Quotes to consider.**  
Microsoft office 365 – agenda and meeting management quote. Discussion about the cost vs benefits. It was noted that the most significant and productive use would be when Cllrs are all using the online systems – and it was therefore agreed to reconsider this package in September 2023, once the new council was in situ.  
**Additional Teams calls licence**– **Cost of an additional license to enable town coordinator to be added to online call system is £11.99 per month. It is recommended that a bolt on of one additional license be purchased, to negate need for town coordinator to use own phone for council business.**
8. **Policies/ guidance**  
Procurement Thresholds – See update. Wef 21<sup>st</sup> December 2022. New limits in place including Contracts Finder min. limit being raised from £25k to £30k. Revision to standing orders will be required.
9. **If Required**  
**Exclusion of Public and Press:** *Pursuant to section 1 (2) of the Public Bodied (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.*

### **Recommendations**

**Kilcock Toilets** - It was noted that ESC policy on public toilets has changed from that of Waveney, and it does not now appear to be the policy to close such public facilities. In view of this, it was suggested that ESC be approached to maintain the Kilcock toilets, with no cost to the town, as part of their tourism offer, in the same way that they own and maintain the Pier, Harbour, and Ferry Road toilets. Recommend that Council take this forward with ESC.

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