



Minutes of the Meeting of the Finance and Governance Committee held on 20th November 2018 at 5pm at the Town Hall

Present; Cllrs Betts (Chair), Bradbury, Palmer. Also present the Town Clerk.

Agenda

1. *Apologies for absence* – There were no apologies for absence.
2. *Declarations of Interest* – nil.
3. *Matters from the public* - there were no members of the public present
4. Minutes of the previous meeting – agreed and approved and noted at Full Council.
5. *Management accounts 2018/19* - Management accounts for the seven months to October 2018 were presented by the RFO and discussed on a line by line basis with analysis against budget for each individual account code.
Income – income is below the anticipated half year budget principally because of reduced rental income from the property portfolio caused by unoccupied properties. Full Council considered the individual empty properties/ land at an informal meeting on 6th Nov 2018. It was confirmed that 13 Station Road needs repairs and upgrades and will then be relet – quotes for works being obtained.
There were no other matters of concern noted by the Finance Committee regarding the month 7 mgt accounts.
Members noted that invoices have been issued for the monies due from WDC for the recycling facilities and the tenants have been invoiced for their insurance premium contributions. RFO advised that account code entries on Code 1130 Fair Site rents would be reviewed.
6. *Donations – to receive requests.* (*Donations budget 2018/19 = £4000. Committed to date £1750*). Nil
7. *Quotes for works* – None to consider at present time.
8. *To consider request for a) 2 laptops, b) Upgrade of drawing of Town council logo.*
 - a) The Town Clerk advised that the work laptop is now over 6 years old and is need of upgrade. It was suggested that a second laptop would be useful to accommodate use by committees/ councillors at the Town Hall, or by other staff members. **Estimate of cost of 2 appropriate laptops with office software £800 - £900. Agreed by all to recommend to Council.**
 - b) Upgrade of Town Council logo – quotes for redrawing the artwork to be obtained.
9. *Budget/Precept 2019/20* – Following the informal meeting of councillors on 6th Nov – the finance cttee and the RFO will produce a Revenue Budget for consideration by council at a January Council meeting to enable precept discussions to take place within the required timescales. Capital Budget to be drawn up for consideration by council.

Precept documentation received from WDC, advising that amount of precept should be advised to them by 25th January 2019. In view of timescales for preparation of Revenue Budget, and subsequent discussion of budget and precept 2019/20 prior to the required submission date, it was recognised that an extra Town Council meeting may be required in January 2019.

10. CIL funding 2018/19 – The Town Clerk advised that the required CIL funding information would be returned to WDC before 31.12.18 as required and that the return would be placed on the website.
11. Town Hall works – a modified, and reduced brief will be discussed with the architect next week, to ascertain the feasibility of alterations to the front office and the provision of a lift within a reduced budget.
12. Other financial matters.
The Town Clerk advised that WDC has provided an estimate of contested election fees for the council elections on 2nd May 2019 for these to be factored into budgets – the STC cost is estimated at £1187.57.
The Police Authority has confirmed that the cost for the fully funded PCSO will be £34,000. Service Level Agreement has been provided for council consideration (for consideration at Council meeting 12.12.18).
Loan monies - Tenders placed for works as per planning application on Market Place properties, and for windows on the Station Road/ Hurren Terrace properties.
13. Next meeting date – 13th December 2018 at 10am.

Recommendations

Purchase of 2 laptops – One to replace existing one used by Town Clerk. And one to accommodate use by committees/ councillors at the Town Hall, or by other staff members. Estimate of cost of 2 appropriate laptops with office software £800 - £900. Agreed by all to recommend to Council.