



## MINUTES FINANCE AND GOVERNANCE COMMITTEE meeting held 17<sup>th</sup> July 2020 at 10am by Zoom FIN REP 07.20

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
- d) Lobbying to members –nil

3. **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.

- 4 **Minutes of the last meeting** - the minutes of the REP 6.2020 meeting were approved and signed and had been noted at the previous Town Council meeting.

- 5 **Management accounts 2020/21.**

The management accounts to end June 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 this was only for a short period and that quarterly rental income had therefore not yet been received. After discussion, there were no matters of concern to highlight noted by the Finance cttee within the 3-month accounts relating to expenditure.

With regards to income due, the cttee noted the decision of Town Council with regards to rents due and outstanding, and those rent/ lease reviews awaiting completion.

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

Further discussion –

**Shuttle bus** – Town Clerk to consider the pro rata refund of donations for 2019/20 and 2020/2021

It was suggested that contact could be made with Community Action Suffolk about the availability of the vehicle to see if any organisation might be interested.

**Kilcock Toilets** – discussion about the 20p charge and whether, in the present situation of Covid 19 and contactless payments, the charge should be payable. After full discussion it was agreed that, in view of the present situation, and as a gesture of goodwill, the charge will be

suspended until 31<sup>st</sup> Aug 2020. This will cost council approx. £1200. **Agreed by all and to take immediate effect.**

Kilcock Toilets – Contactless payment system to be investigated for 1<sup>st</sup> September 2020.

Property Repairs – total figure is shown in these management accounts – but details are available for each property individually. Town Clerk to produce summary of expenditure/ budget for each property for the finance cttee.

#### 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.

*Sole Bay Community Group* - £600 remaining with Reydon PC for the community group

*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

#### 6 Donations to receive requests.

Request had been received from Southwold and Reydon Society for more dog bags. Total cost £600. **It was agreed by all to recommend a donation of £150 as in Feb 2020.**

Tardis – works being covered by SCC Cllr Ladd locality budget

#### 7. Website accessibility Guidelines

*Under the guidance* a review needs to take place of the provision of information on the site to ensure that it complies with the requirements also of the website accessibility guidelines. The webmaster is carrying out the exercise for Framlingham TC too so there will be efficiencies of scale. Guideline cost in the Guidelines is £1300 for this work – but the STC site is already 80% compliant and therefore the quote for the analysis of the remaining work is £450. **Agreed by all to recommend that this work be carried out by the web host at the cost of £450.**

#### 8. Property repair quotes

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

Town Hall works – John Briggs to be asked to consider any alternative way forward on this project.

#### 9. Feasibility Reports – Marshes/ Common

Quote has been received for the man hours involved in considering the report 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.

**10 Code of Conduct Consultation 2020**

The cttee had been asked to review the consultation on behalf of the Town Council and to provide a draft collective response. This to be completed.

Councillors and staff to be encouraged to send in individual responses as well.

**11. Other matters that may be subject to confidentiality.**

Legal advice /Individual Rents / staffing

Chair.....

Dated .....

**Recommendations**

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