



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

FIN REP 12.20

Present – Cllr Betts, Cllr Bradbury, Cllr Flunder, Cllr Jordan and Cllr Ladd.

Also, present – Town Clerk and 1 member of the public.

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) To receive details of any lobbying to members. 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 REP 11.2020 –**

The minutes of the REP 11.2020 meeting were approved and signed - the recommendations having been considered for approval at the previous Town Council meeting.

### **4. Management accounts 2020/2021**

The management accounts to end November 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 Covid revised budget. Following agreement at a previous meeting a virement of £5k from the Covid budget has been allocated to gardening and town maintenance works to increase its Covid budget to £10k.

*Discussions relating to the management accounts.*

Town Hall running costs includes the one-off purchase of 2 laptops to enable councillor inclusivity in online meetings.

Funding received for professional fees/ feasibility study on Boating Lake and funding applications had now been spent on the initial application to Heritage Lottery Funders.

Solicitors –to be reviewed Jan 2021 together with a revised residential property advisor provision.

Town manager –ESC has advised that the revenue funding for the role cannot be decoupled from the Station Road Redevelopment capital funding. To enable both revenue and capital funding to be released there needs to be certainty that the capital project is going ahead in

accordance with the agreement from the funders, which ESC determine as being when the capital build commences.

Other Fees relating to Station Yard redevelopment are presently being paid by STC including the necessary contamination research and project management fees. Reclaim will be from the grant funding will be as above.

Play areas – From Rospa report Klondyke skate area needs resurfacing at cost of £2500– materials to be purchased.

N plan Reg 14 – fees for professional advice and consultation/ printing etc £1937

Property repair/ maintenance works –detailed expenditure summary provided analysing the invoices received against quotes and budgets. Landlords boiler/ gas / electricity checks taking place in December.

Cil expenses – costs of cycle shed provision at rear of town hall to be allocated once invoice received.

Kilcock Toilets – are presently closed due to vandalism. Costs of repair being ascertained.

Town Pump – repairs executed on one of posts which had been damaged by a reversing vehicle

Memorial seat – new one purchased and installed on Electricity Green.

After full discussion, there were no matters of concern to highlight noted by the Finance cttee within the 8-month accounts relating to expenditure.

With regards to income due, the cttee noted that the rental income has exceeded the revised Covid 19 budget with tenants having received all of the appropriate government Covid grant aid and having had a very successful trading period once open.

Grants have been received from ESC for setting up the Town App £7k, and a Business Association £3k, together with a further £1,000 for the Events ticketing platform.

Business rate relief has been allocated to the Town Hall - £10k Open air cinema ticket monies have been received £4228.

CIL total for 2020/21 has now been received - £8993

Kilcock toilets – income has been reduced due to the free provision of the toilets during the summer – income for July/ Aug/ Sept 2019 to be analysed to quantify potential income loss.

Capital sale income of £15500 has been received for the shuttle bus Income to the end Nov 2020 is £349,073 against Covid Budget of £294,500– expenditure £229,268 against Covid budget of £366050.

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

With regards to the Station Road redevelopment Cllr Flunder asked about the contract with the project managers and how this was being monitored in terms of the original budget set, and the work that is delivered. It was suggested that a contract should be in place with Uttings to monitor work progress and payments against budget. The Town Clerk advised that this matter had been discussed at Project Board and was being actioned and confirmed that any works required for the project that is outside the original scope/ budget will be costed and considered as required.

Discussion re the vandalism at the Kilcock Toilets and the suggestion by the PCSO of placing CCTV in this location – and ideally other locations around the town including the Market Place.

The PCSO has advised that the camera on Mights Bridge is of significant benefit to the police as CCTV evidence is very often required to ascertain offences and offenders, and that he would be pleased to assist in any project of enhancing provision of CCTV in the town. Members felt it would certainly be worth researching the provision of CCTV further – with Beccles, Bungay and Kessingland noted as areas where such schemes had recently been put into place.

5. **Other Finance matters**

- *Precept deadline and tax base – timescales*  
Letter from ESC has been received setting out the provisional tax base and the dates for setting precept. Last date for advising ESC of precept for 2021/22 is 31<sup>st</sup> January 2021. Town Council to note.

6. **Governance /policies to complete/ review**

Nil

7. **Date of next meeting** - potential budget meeting – 6<sup>th</sup> Jan 2021. F and G meeting – to be confirmed.

**Exclusion of Public and Press:** Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it was unanimously resolved that, due to the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following.

Nil

*Chair*.....

*Dated* .....