

Kesgrave Town Council

Finance and Governance Committee

Minutes of the meeting of the Finance and Governance Committee held on Monday 1st December 2014 at 7.15pm in the Council Chamber.

Present: Mr Beecroft-Smith Mr P Mills Rev R Spittle
Mr A Comber Mrs S Ogden Mr C Rayworth (Chairman)

In attendance: Mrs V R Read (Clerk to the Town Council)
Mr Fairbrother
Mrs Fairbrother
Mr Lawson
Mr Ogden (arrived at 7.38)
1 member of the public

1. Apologies

None.

2. Declaration of interests

Members made verbal declarations, which they have recorded on the form attached at **Annex 1** to the permanent copy of these minutes.

3. Minutes of the last meeting held 28th July 2014

The minutes having been circulated previously were taken as read, approved and signed by the Chairman.

4. Matters arising

a. Standing Orders

Members agreed although Council had agreed a review be undertaken in September, in view of the pressure of work and the coming election, this would be best further deferred until the new Administration is in place.

b. Check list for monthly payments

The Clerk reminded the Committee of the report at the last meeting of a structure put in place by the Framlingham Clerk to safeguard on-line payments. Further detail of the procedure had not been possible, again because of pressure of work. It was agreed therefore as payments are agreed at Full Council meetings a sensible course of action for the protection of all Staff would be for a second member of Staff to be present when the on-line entries are made and that the Deputy Clerk does not enter her own payment.

An adjournment was declared:

The one member of the public present, stated he considered:

- comments made at recent meetings about local policing were generally positive but money should be put in the budget for increasing PCSO presence;
- money should also be put towards a speed awareness campaign.

Mrs Ogden offered to consider granting Community Enabling Budget if a scheme is set up.

Mr Fairbrother stated his disappointment in the:

- lack of inclusion of an increase in PSCO funding in the budget;
- amount of funding being given to Kesgrave News;
- inclusion of Business Support;
- lack of review on the Market which is losing money;

He also stated the page 3 article in December Kesgrave News was a blatant lie. **Later:** The Council Chairman affirmed she had sight of the article before publication and her own comments had been included.

Mrs Fairbrother stated she did not think there needed to be agenda item 15 as a Kesgrave Council specific Transparency Code is not necessary.

5. Audit Checks

a. Internal Auditors Report

Mr Farthing had submitted a report which was préciséd by the Clerk and is held on file.

b. Members Finance Checks

The Committee carried out checks to ensure that:–

- Accounting records are up to date
 - Income due is collected promptly and fully and is banked without delay
 - Interest earning accounts are employed to the maximum
 - Tax and NI procedures for staff are properly operated
 - Cash Book and Bank Statement totals agree
- and the Chairman signed the records accordingly.

c. Risk Register – Annual Review

Members considered the Risk Register and agreed changes should be made at items 10c and e, 15 and an additional item 19. The revised Register is attached at **Annex 2** to the permanent copy of these minutes.

d. Effectiveness of Internal Audit – Annual Review

This Item had been placed on the agenda in error.

6. Budgetary monitoring report

The September report had been issued with the agenda and is attached at **Annex 3** to the permanent copy of these minutes. Some typographical errors were noted and the Committee were reminded the Budget expenditure figure for the MJH were for the half year of operation. The Committee having examined the reports, were satisfied that Receipts and Expenditure are broadly in line with budgetary limits.

The following item was brought forward

16. MJH

Mr Rayworth as Project Manager presented the report which is attached at **Annex 4** and it was noted there will be no need to load the Precept with £50k for the third year.

The Committee resolved that the public and the press be excluded for consideration of issues within Item 16, MJH, since publicity would prejudice commercially sensitive information, and that these matters be deferred to follow item 20 on the agenda.

7. 2015/2016 Draft Budget

The Committee had been issued with copies of the prepared Draft Budget. The Clerk explained there were a number of figures which had already been identified for adjustment and that further changes may be necessary. It is quite possible the Budget will need to be considered at both the December and January Full Council meetings before a Precept is agreed.

The Committee considered the Budget page by page and the adjusted documented is attached at **Annex 5** to these minutes (pages 1-12, with the necessary calculation adjustments on the subsequent pages).

It was noted:

- a 6 monthly report from the Community Youth Worker would be appreciated;
- a monthly report detailing the day to day achievements of the PCSO would be helpful;
- at Year End when final monies will have been transferred for running the club in the 2014/15 year the Youth Club Reserve fund will be further reduced to £6,910 – this being the monies transferred from SCC on Divestment. Youth Club funding will then be dealt with through the nominal ledger only;
- the Long Strops Reserve Fund will be re-instated with £66,781 from the MJH Reserve Fund.
- increased responsibilities of the Youth Club, the MJH provision, the need to address ASB at Cedarwood Green will have an impact on the Budget;
- the £50,000 loading for the MJH would not be necessary for the third year;
- there is some funding still being made available from Central Government in compensation for the housing benefit changes but this is on a sliding scale;

Later: Spark confirmed their willingness to fund the Youth Club with £6,000 for a further year. However they have asked for it to be noted this grant must not be considered to be a long term commitment.

The adjusted **Draft Budget will be taken to Full Council for consideration.**

8. Transfer of Reserve Funds

It was **agreed to recommend to Full Council** the remainder of the MJH fund is used to replace that borrowed from the Long Strops Reserve and to create an MJH R&R fund.

9. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960

The Committee resolved that the public and the press be excluded for consideration of Item 11 Staff, Hours monitoring report and Forward planning, since publicity would prejudice staff confidentiality, and that these matters be deferred to follow item 20 on the agenda.

The following item was taken after item 21 and is minuted there.

10. Staff

- a. Hours monitoring report
- b. Forward planning

11. Grants

No requests had been received

12. Insurance Cover including New Risks

It was **agreed** regular hirers of the MJH be sent an email reminding them of the clause in the hiring agreement that any of their own equipment left in the building is at their own risk.

13. Asset register

Members considered and accepted the Asset Register, which also denotes those items which are not covered by insurance because their replacement value is £250 or less. Adjustments to be made are:

- the MJH Item now completed needs to be adjusted to a figure supplied by the Architect;
- the contents figure extracted from the MJH spreadsheet;
- 2 printers to be added.

A copy is attached at **Annex 6** to the permanent copy of these minutes.

14. Five Year Plan/Forward Planning

Mr Ogden had prepared some papers which at the Chairman's invitation he presented to the Committee. Comments from the Committee are incorporated in the adjusted document attached at **Annex 7** to the permanent copy of these minutes. Each Committee is to be supplied with a copy for their next meeting to enable them to consider their own aims and responsibilities with a view to Full Council adopting the adjusted document before the end of the Administration year.

15. Transparency Code

The Committee were reminded of the imminent changes to the Transparency Code under which KTC will be required to routinely make public quarterly any costs incurred over £500. The Clerk had prepared a draft document for the Committee's consideration which was accepted and this is attached at **Annex 8** to the permanent copy of these minutes.

The following item was taken after Item 6 and is minuted there.

16. MJH

17. Offer of provision of bench in memory of Henry Ferguson

Following the recent death of the previous Clerk Henry Ferguson a local Benefactor who worked closely with him during the development of Grange Farm had expressed a desire to purchase a bench in his memory for public use. The Committee expressed their appreciation of this gesture and agreed with the proposed site near the stone on Legion Green; the Clerk will advise the Benefactor accordingly.

18. Kesgrave News article suggestions

It was suggested articles should be submitted for the January issue on:

- Marketing the opportunities for hiring the MJH;
- and in subsequent months when possible:
- progress on CWG;
 - the Precept.

19. To receive such other communications or matters of sufficient urgency and importance that the Chairman will allow for discussion

The Chairman explained he had done some research on the possible provision of fencing at Cedarwood Green. The SCDC Monitoring Officer has emailed she is doing more research on the feasibility of erecting a fence. However Mr Rayworth had done his own research and a print out of the information he obtained is attached at **Annex 9** to the permanent copy of these minutes. The intention is to fence off just the equipment (MUGA and the teenshelter) and it would appear this would be possible with SCDC permission for change of use. Gates could then be opened at 8.00 and closed at dusk. 3 quotations for fencing had been obtained. It was **agreed** the document be sent to the Monitoring Officer and the Head of Planning Services to advise them Council may wish to take this course of action. If Full Council give their approval to the proposals residents will then be consulted.

The Committee resolved that the public and the press be excluded for consideration of issues within Item 19, CWG, since publicity would prejudice commercially sensitive information, and that these matters be deferred to follow item 20 on the agenda.

22. Date of next meeting 27th April 2015

The next Full Council Meeting will be held 8th December 2014.

The Members of the Public left.

19. CWG Fencing The Committee agreed the quotation from CW-Fencing for £5,294 plus VAT for 2 metre high fencing **be recommended to Full Council.**

16. MJH The Committee agreed to **accept** the quotations being within Budget for:
– from AC Leigh for internal signage detailing donations received for £708.75 inclusive of VAT.
– from Realise Futures external signage of the building name for £996 plus VAT

10. Staff

a. Hours monitoring report

The Clerk gave details of the average hours worked by the Clerks in the current financial year and these were noted by the Committee.

	Contracted hours	Actual hours worked
Mrs V R Read	34.00	43.5 total hours over to date
Mrs J Francis	26.00	27 total hours over to date
Mrs L Bennett	22.50 to Sept, 28.00 to Dec and 34 thereafter, until Nov then 32	7 total hours under to date
Mrs J Abbott	16	Nil over to date

b. Forward planning

The Committee considered the future and how and when the Staffing structure will be altered. It was agreed to seek advice from SALC on how to address the situation now the work load has increased substantially, Succession Planning has disintegrated, and the Clerk has announced her intention to resign in 2015.

The Chairman closed the meeting at 10.55pm.

Chairman