

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 11 November 2019

Councillors present:

Cllr K Archer
Cllr A Athwall
Cllr N Beecroft-Smith
Cllr A Comber
Cllr D Fairbrother
Cllr G Lynch
Cllr J Ogden

Cllr D Shaw

Officers present:

J Abbott – Town Clerk
A Dougall - Responsible Financial Officer (RFO)

- 1. Welcome and to Receive and Accept Apologies for Absence** – The Chair, Cllr J Ogden welcomed those present and confirmed no apologies.
- 2. Declaration of Interests** – Cllr J Ogden declared a non-pecuniary interest, item 13. – Scout Leader and Chair of the Kesgrave Library Community Group. Cllr N Beecroft-Smith (Chairman of the Town Council) declared a non-pecuniary interest, item 13. – Chairman's Allowance. Cllr A Athwall declared a non-pecuniary interest, item 13. – member of the Kesgrave Library Community Group. Cllr G Lynch declared a non-pecuniary interest as a member of the Conservative Party with the General Election on 12 December. Cllr D Fairbrother declared a non-pecuniary interest as a member of the Labour Party with the General Election on 12 December. (Copy in minute book).
- 3. Minutes of the last Meeting** held on the 2 September 2019, the Committee received, considered and agreed following the vote, 5 agreed, 2 abstentions.
- 4. Clerks/Officer Report/Update** – J Abbott advised she had been contacted by the Kesgrave Library Manager regarding the possibility of additional funding to enable the Library to increase its opening hours and/or additional staff. The letter in support, was made available for all the committee to review (copy in minute book). Following a discussion, it was proposed and agreed, (4 agreed, 3 abstentions) to increase the Library budget for 2020/21 with a view to consider an increase in the Library's funding. However, the committee wished for some more information, which J Abbott advised should be in the next quarterly report, which has been requested ready for the next full Council meeting on 25 November. J Abbott will also clarify if the Library have approached or made any funding requests to other charity's / authorities.
- 5. Members of the Public** – None present.
- 6. Bank Reconciliation** – A Dougall presented a copy of the Bank Statements to verify the balance on the Bank Reconciliation reports dated 30/09/19. Councillors received, considered and agreed following the vote. Bank Statement balances as at 30/09/19 were £157,617.88 (current account) and £423,621.63 (savings account).

7. **Receipts and Payments** – A Dougall presented accounts for the period ended 30/09/19, these were received, considered and agreed following the vote.
8. **Bank Signatories** – No further update.
9. **Card Reader Payments** – A Dougall confirmed this was requested some time ago and it was advised should take no longer than a few weeks, however no Card Reader has been received, so Barclays were chased last week, to date no response. A Dougall will chase again this week.
10. **KTC Policies** – The Health and Safety Policy has been tweaked following the points raised at the Full Council meeting on 30 September and will be re submitted to Full Council on 25 November.
11. **Grant Request** – J Abbott confirmed a grant request had been received from Suffolk Accident Rescue Service (SARS). Following a discussion and confirmation that our current Grant Policy allows KTC to support the same charity in consecutive years, it was proposed, seconded and following the vote agreed for a grant of £250 to be made.
12. **Eco Working Party** – Cllr Ogden advised the first meeting was held on Tuesday 5 November and the draft meeting notes were circulated with tonight's papers. Cllr B Patten has provided an email outlining the Working Party's 3 proposals, this was discussed and noted that this will need to be considered when discussing the 2020/21 budget under agenda item 13. It was also noted the Working Party are called 'Climate Change Working Party'. (Copy of draft notes and email in minute book).
13. **Draft 2020/21 Budget** – A Dougall presented the Draft 2020/21 Budget and confirmed everyone had received a copy. Chair of the committee Cllr Ogden then went through the document a page at a time for discussion. The following changes were discussed and agreed (DF abstained);
 - Admin (code 4029) – IT Equipment; change from £500 to £1000
 - Admin (code 4031) – Drinking Water; change from £200 to nil
 - Admin (code 4204) – Library Grant; change from £11500 to £15509 (to be further reviewed)
 - Admin (code 4211) – Town Guide; change from £1500 to £500
 - Market (code 4234) – re vamp/marketing; change from £1000 to £4000
 - C&R (code 4203) – Green Environment Project; change from £700 to £5000
 - C&R (code 4221) – Highways; change from nil to £1000
 - C&R (code 4241) – Community Transport; change from nil to £500
 - C&R (code 4251) – Christmas Light switch on; £1250 to £2000
 - C&R (code 4401) – Ground Maintenance (MSG); change from £3500 to £4500
 - C&R (code 4315) – Street Lighting; more information required.
 - MJH – to consider advertising / sponsorship on building for extra income.

All agreed that the draft budget, subject to the amendments itemised above, should be presented at the next Full Council meeting on 25 November 2019.

(J Abbott left the meeting at this point – 8.50pm)

14. **Other/Urgent Communications** – None.

(Cllr K Archer left the meeting at this point – 9pm)

15. **Date of Next Meeting** – Monday 13 January 2020 at 7.15pm in the Council Chamber of the Town Council offices.
16. **Agenda Items for Next Meeting** – None.
17. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – no public present.
18. **Confidential Minutes of the last Meeting** held on 2 September 2019.
19. **Office Security** -
20. **Staffing Matters** –
 - a. **KTC Staff Restructure** –
 - b. **Youth Club** –

Agenda items 18, 19 and 20 were then discussed in the CONFIDENTIAL part of the meeting

(This part of the meeting finished at 9pm)

Chairman..... Date.....

DRAFT