

# KESGRAVE TOWN COUNCIL

## Minutes of the meeting of the Finance and Governance Committee held on 13 January 2020

### 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 B Patten

### 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, items 7&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 Comber declared a non-pecuniary interest, items 7&13. – Director of RFC and Scout Leader (Copy in minute book).
- 3. Minutes of the last Meeting** held on the 11 November 2019, the Committee received, considered and agreed following the vote, 7 agreed, 1 abstention.
- 4. Clerks/Officer Report/Update** – Nothing to report.
- 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 30/11/19. Councillors received, considered and agreed following the vote. Bank Statement balances as at 30/11/19 were £109,024.72 (current account) and £423,621.63 (savings account).
- 7. Receipts and Payments** – A Dougall presented accounts for the period ended 30/11/19, these were received and noted.
- 8. Card Reader Payments** – A Dougall confirmed this has now been received and the office staff will be linking it up with the office I Pad. J Abbott confirmed we may need some IT assistance from Cllr Comber to ensure set up correctly and all secure.
- 9. KTC Policies** – J Abbott confirmed she has spoken to the Chair of this Committee, Cllr Ogden and have agreed for him to spend a day in the office going through all the outstanding policies before the next F&G meeting.

**10. Grant Requests –**

- a. J Abbott confirmed a grant request had been received from Headway Suffolk. Following a discussion, it was proposed, seconded and a vote taken (7 for, 1 abstention) for a grant of £250 to be made. It was also requested for Headway Suffolk to be informed that this was not a regular payment and could not be expected annually.
- b. J Abbott confirmed a grant request had also been received from DAS – Disability Advice Service. Following a discussion, it was proposed, seconded and a vote taken (all agreed) for a grant of £500 to be made. It was also requested for DAS to be offered a stall at this years Fun Day and / or a stall at one of the monthly Markets to help promote their service within Kesgrave.

**11. Eco Working Party** – Cllr Patten advised she had been unable find an appropriate 'Carbon Calculator', which the group wanted to use. Cllr Beecroft-Smith advised he thinks he may have located one, which was used by Devon Council and may be of use, Cllr Patten will look into. There was some confusion over what was agreed at the last Full Council meeting on how the group should proceed. J Abbott will review ahead of the next Full Council meeting on 20 January.

**12. KTC Utilities** – A Dougall advised our BT Contract is due to expire, however BT have provided an excellent new 2 year contract, which could look to save £590 a year. Following a discussion and subsequent vote, all agreed to the new contract with BT.

**13. Draft 2020/21 Budget** – Firstly A Dougall made the Committee aware that PPL/PRS invoices had been received for 2018/19 and 2019/20. J Abbott advised A Dougall had spent a lot of time reviewing the licence requirements and amounts requested. J Abbott advised she believed the invoices needed to be paid, which they have now been to avoid any late payment charges or further action being taken for non-payment. A Dougall confirmed she had reduced the invoices from £1266.68 to £396.73 (exc VAT) for 18/19 and £1303.65 to £444.74 (exc VAT) for 19/20. Following a discussion it was agreed for £500 to be added to the 2020/21 budget for PPL/PRS and to ensure there are clear guidelines within the MJH Hire Agreements for both 'one off' and regular hirers. A Dougall presented the updated 2020/21 Budget following recent requests from the C&R Committee. A Dougall confirmed the precept will be £305,589 (£305,089 plus £500 amendment for PPL/PRS), this equates to £63.82 for a Band D property. This is an increase of £4.15 per household from 19/20 (6.96% increase). It should be noted that an additional amount of £19,500 will be transferred from Reserves to fund the 2020/21 budget. Following the vote, the Draft 2020/21 Budget was agreed (7 for 1 against).

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

**15. Date of Next Meeting** – Monday 2 March 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 11 November 2019.

- 19. **Staffing Matters –**
  - a. **KTC Staff Restructure –**
  - b. **Youth Club –**

Agenda items 18 and 19 a&b were then discussed in the CONFIDENTIAL part of the meeting

*(This part of the meeting finished at 8pm)*

Chairman.....

Date.....

DRAFT