

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 7 September 2020 (virtual meeting)

Councillors present:

Cllr A Athwall – joined the meeting at 7.22pm (problems connecting to Teams)

Cllr N Beecroft-Smith

Cllr A Comber

Cllr D Fairbrother – joined the meeting at 7.34pm (problems connecting to Teams)

Cllr R Gibson

Cllr J Ogden

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 apologies from Cllr B Patten (personal) and Cllr Lynch (work). These apologies were accepted following the vote.
- 2. Declaration of Interests** – Cllr A Comber declared a non-pecuniary interest, item 7 Receipts and Payments:- provision of IT services and Market to the Town Council (copy in minute book).
- 3. Minutes of the last Meeting** held on the 6 July 2020, the Committee received, considered and all agreed following the vote, except Cllr Gibson (abstained)

Cllr A Athwall – joined the meeting at 7.22pm

- 4. Clerks/Officer Report/Update** – J Abbott explained that many events planned for 2020/21 have been cancelled due to the Government guidance restrictions on the Coronavirus. Although there will be a Christmas tree in RFS, it will not be possible to conduct the annual ceremony due to the restrictions of social distancing. The Ice-skating event may be able to proceed with fewer numbers and, as an outside event, social distancing measures would be easier to manage. J Abbott proposed a 3-night event Friday, Saturday & Sunday with an additional cost of £1500 for the Friday evening, funded by transferring the budgets from the cancelled events. All agreed, following the vote, that the funding should be vired and the event planned for 3 nights. J Abbott will discuss at the next C & R meeting to organise.
- 5. Members of the Public** – None present.
- 6. Bank Reconciliation** – A Dougall presented the Bank Reconciliation Reports dated 31/07/2020. Councillors received, considered and agreed following the vote. Bank statement balances as at 31/07/2020 were £14,713.72 (current account) and £524,883.99 (savings account). Cllr Ogden confirmed on 07/09/2020 that the hardcopy bank statements held in the KTC office agreed with the reports. All agreed following the vote.
- 7. Receipts and Payments** – A Dougall presented accounts for the period ended 31/07/2020, these were received, considered and agreed following the vote.

8. **Trial Balance for July 2020** – A Dougall presented the Trail Balance Report for information only. All agreed following the vote.
9. **Detailed Income and Expenditure Report to 31 July 2020** – A Dougall presented the report for information. All agreed following the vote.

Cllr D Fairbrother – joined the meeting at 7.34pm.

10. **Forecast Income and Expenditure for 2020/21** – A Dougall presented the report to provide an update on the current financial position and a projected year end forecast. It was noted that the salary projections included the recently agreed NJC 2020-21 National Salary Award. The budget for 20/21 salaries assumed a 3% pay increase, actual awards have been increased by 2.75%. All agreed to recommend to the Full Council at the next meeting 21/09/2020.
11. **Financial Summary due to Covid19 for 2020/21** – A Dougall presented the report to show the financial impact of lockdown as at 31 August 2020. The report highlighted the savings from unspent budget, additional costs and loss of income. The net effect estimated a saving of £37,681 as a direct result of Covid19 to the 20/21 budget. It was noted that as the situation is unpredictable/unknown, the position is likely to change and will be under constant review. All agreed to recommend to the Full Council at the next meeting 21/9/2020.
12. **Budget Virements for 2020/21** – A Dougall presented the Budget Virement Report dated 2 September 2020. All agreed in favour of the 2 virements and to present at the next Full Council meeting.
13. **2021/22 Draft Budget** – J Abbott explained that the 2021/22 budgeting process was due to commence from October onwards, and that no advice has been received from SALC/NALC concerning the impact of budgeting to Parish Councils due to Covid19. Following discussion by the Council, it was felt that the key considerations are:-
 - The impact of potential savings in 2020/21 due to Covid and how this will affect the Precept requirement for 2021/22. It was suggested that the 2021/22 Precept would not be increased, if possible, but any increase to the budget would be funded by these savings (General Reserves).
 - Staffing costs may need to be increased with increasing workloads as more work is transferred from external contracts to in-house.
 - Increase costs due to community land issues, e.g., adopting more POS, legal costs, Long Stropps etc.
 - Additional costs due to the evolving role of the Kesgrave Market.
 - Increase of general overhead costs.
 - Uncertainty of the future impact of Covid, loss of income due to restrictions and subsidising the MJH Hall.

Subject to future government guidance, it was agreed, following the vote, that any increase in the Precept for 2021/22 from 2020/21 would be funded from Reserves.

14. **KTC Policies** – Cllr Ogden agreed to check the master list and update the policies needed for review for the next F & G meeting 05/10/2020. All agreed following the vote.
15. **Other/Urgent Communications** – None.

16. **Date of Next Meeting** – Monday 5 October 2020 at 7.15pm, online via Microsoft Teams.
17. **Agenda Items for Next Meeting** – None.
18. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – no public present. Recording stopped at 7.56pm.
19. **Confidential Minutes of the last Meeting** held on 6 July 2020 –
20. **Staffing Matters** –
 - a. **NALC Pay Scales 2020/21** -

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

(This part of the meeting finished at 7.56pm)

Chairman.....

Date.....