

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 5 October 2020 (virtual meeting)

Councillors present:

Cllr N Beecroft-Smith
Cllr A Comber
Cllr D Fairbrother
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 explained that the meeting was to be recorded before welcoming those present and confirmed apologies from Cllr A Athwall (personal) Cllr B Patten (work) and Cllr Lynch (work). These apologies were accepted following the vote.
2. **Declaration of Interests** – none
3. **Minutes of the last Meeting** held on the 7 September 2020, the Committee received, considered and all agreed following the vote.
4. **Clerks/Officer Report/Update**
 - J Abbott explained the problems with the heating in the main KTC building. As discussed in a previous F & G meeting (2 March 2020 item 4).

“J Abbott advised that the KTC boiler had been serviced today by British Gas. Unfortunately, the Engineer explained that the positioning of the boiler does not conform to regulations (the flue is positioned 20mm too close to the window and should go out through the ceiling). The quote by British Gas to reposition is £780 and for a new boiler approx. £3000. J Abbott suggested that it may be a good time to investigate quotes for a replacement so that we can also fulfil our obligations towards achieving goals as part of the ‘Climate Emergency’. This was agreed following the vote. “

There are now further problems with the whole heating system as some radiators are not working and need replacing, others are not working efficiently. Given the age of the boiler and the problems with the radiators, it may be more cost effective, in the long term, to replace the whole system. An estimate of £3700 was included in the Forecast I/E Report presented at the F&G meeting 7 September 2020 and FC 21 September 2020. Following discussion, it was agreed that quotes should be obtained for a full replacement eco-friendly system and to investigate whether there are any grants available to help fund the costs.

- J Abbott informed that the Birches Medical Centre was hoping to purchase a portacabin to help during the Coronavirus outbreak. Funding may be sought from other sources, e.g., SPARK, SCC, but a discussion was initiated on the prospect of KTC providing a grant towards the costs, if approached. In principle, all were in favour to consider a written grant request as this provision will support the whole Kesgrave Community during this Coronavirus epidemic.

- J Abbott confirmed that Kesgrave High School can apply for a grant from KTC under S137 to help towards schemes for young people within the community.

5. **Members of the Public** – None present.
6. **Bank Reconciliation** – A Dougall presented the Bank Reconciliation Reports dated 31/08//2020. Councillors received, considered and agreed following the vote. Bank statement balances as at 31/08/2020 were £14,522.03 (current account) and £509,883.99 (savings account). Cllr Ogden will confirm the reports agree with the hardcopy bank statements. All agreed following the vote.
7. **Receipts and Payments** – A Dougall presented accounts for the period ended 31/08/2020. Cllr Ogden asked for further details on a transaction, due to its confidential nature, J Abbott explained after the agenda item 14. These were received, considered, and agreed following the vote.
8. **Detailed Income and Expenditure Report to 31 August 2020** – A Dougall presented the report for information. All agreed following the vote.
9. **2021/22 Draft Budget** – J Abbott requested that any non-recurring income/expenditure requests should be forwarded to A Dougall to include in the draft budget.
10. **KTC Policies** – Cllr Ogden confirmed that he has checked the list on the website and will continue to update the policies needed for review. All agreed following the vote.
11. **Other/Urgent Communications** – None.
12. **Date of Next Meeting** – Monday 2 November 2020 at 7.15pm, online via Microsoft Teams.
13. **Agenda Items for Next Meeting** – None.
14. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – no public present. Recording stopped at 7.35pm
15. **Confidential Minutes of the last Meeting** held on 7 September 2020 –
16. **Staffing Matters** –
 - a. **Estate Operatives** – to receive an update

Agenda items 15 and 16 were then discussed in the CONFIDENTIAL part of the meeting

(This part of the meeting finished at 7.36pm)

Chairman.....

Date.....