

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 2 November 2020 (virtual meeting)

Councillors present:

Cllr A Athwall
Cllr N Beecroft-Smith
Cllr A Comber
Cllr R Gibson
Cllr G Lynch
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 Fairbrother (personal) - this apology was accepted following the vote and Cllr Patten (work). Cllr Mears attended as a guest to observe only.
2. **Declaration of Interests** – Cllr Beecroft-Smith: Item 12 (Chairman's Allowance budget), Cllr Gibson: item 11 (Grant requests), Cllr Athwall: item 11b and 12 (for the Surgery/Library Community Group), Cllr Comber: item 12 (Scout leader- use of Scout hall), Cllr Ogden: item 12 (Scout leader/Library Community Group).
3. **Minutes of the last Meeting** held on the 5 October 2020, the Committee received, considered and all agreed following the vote. It was recognised that due to the social distancing restrictions imposed by Covid, it is not possible to sign the minutes at the meeting. It was accepted that as the minutes are recorded, they could be signed retrospectively.
4. **Clerks/Officer Report/Update**
 - J Abbott informed that she has received a late grant request from Suffolk Accident Rescue Service (SARS) after the agenda was issued. This will be discussed under item 11.
5. **Members of the Public** – None present.
6. **Bank Reconciliation** – A Dougall presented the Bank Reconciliation Reports dated 30/09//2020. Councillors received, considered and agreed following the vote. Bank statement balances as at 30/09/2020 were £162,837.94 (current account) and £494,883.99 (savings account). Cllr Ogden will confirm the reports agree with the hardcopy bank statements held in the KTC office. All agreed following the vote.
7. **Receipts and Payments** – A Dougall presented accounts for the period ended 30/09/2020. These were received, considered, and agreed following the vote.

8. **Detailed Income and Expenditure Report to 30 September 2020** – A Dougall presented the report for information only.
9. **Trial Balance for September 2020** - A Dougall presented the report for information only.
10. **Projected Reserves as at 31 March 2021** – A Dougall presented a report showing the balances after the agreed budgeted transfers for 2020.21. It should be noted that the impact of Covid may result in some budgeted expenditure not being realised. This means that transfers to fund expenditure from reserves will not be required, and the balances for some reserves may not be reduced at the year-end.

Proposed transfers to/from reserves for the 2021.22 Budget were considered as follows:-

- Increase EMR 327 - Community Projects (for future events)
- New EMR suggested – Community Land Adoption (to include legal costs etc)
- Increase EMR 344 – Bus Shelter (build up fund for a new shelter)
- Not to increase EMR 333 – Play Equipment (as this can be part funded from CiL)
- Increase EMR 341 – MJH maintenance fund
- Increase EMR 324 – Street Lighting upgrades (project to replace KTC owned lampposts etc)

A Dougall will revise the spreadsheet to present at the next F&G meeting.

11. **Grant Requests** – J Abbott presented the following grant requests and reiterated that the Council can support a charity for more than one year. The funding must benefit the residents of Kesgrave.
 - a. **Headway Suffolk** – The circulated report did not specify an amount for funding. It was agreed that a grant matching the 2019.20 award of £250 will be approved but the accompanying letter should state that although the grant was agreed for 2020.21, any future requests will need to include evidence to show support has been provided to the residents of Kesgrave as stated in the KTC written policy. Evidence on the number of residents in the IP5 area would suffice, if other data is not available. All in favour following the vote for £250 funding for 2020.21.
 - b. **The Birches Medical Centre** – Following the agreed funding of the portacabin, the Practice have requested extra funding to provide electricity to the accommodation for £819.59. This was not included in the original funding application. Two quotes have been submitted to J Abbott but these were not local contractors. It was agreed, to avoid any unnecessary delay, that funding would be agreed to a maximum of £819.59 providing the Practice can confirm that a lower quote by a local contractor is not possible. Clarification is also required to explain what will happen after the 6-month rental period regarding the removing costs of the electrical cabling etc. The Council agreed to release the funding on receipt of confirmation of the above – all in favour following the vote.
 - c. **SARS** – the report was discussed. It was agreed following the vote, that J Abbott will contact SARs to confirm the specific requirements before the proposal will be considered (2019/20 £250). To be considered at the next FC meeting.

(Cllr Beecroft-Smith left the meeting at 8.30pm)

12. **2021/22 Draft Budget** – A Dougall presented Draft 1 2021.22 budget highlighting the key changes from 2020.21. The following amendments were discussed (increases shown in brackets): -

- Admin 4028 - Extra Office 365 licence required with a new post (£60)
- Admin 4029 - new laptop for new post and replacement (£800)
- Admin 4104 - provision for 2x deep cleaning of KTC office (£500)
- Admin 4205 - PCSO SLA in discussion
- Admin 4240 - To hold an annual reception after Covid
- Admin new code or new EMR – for Professional fees (£4000 to £6000)
- Market 4022 - Adverts for In-touch magazine to promote market (£500)
- Market new code - Bank Charges/Cardreader fees (£200)
- MJH 1400 -reduce income to £4000 to support groups in Kesgrave during/after Covid, i.e., free hall hire to keep clubs running.
- C & R 4307 - upgrading/replacing bins – amount to be confirmed
- C & R 4401 - check ongoing maintenance for football pitch
- C & R - Pergola Piece. Check work will be completed by Norse.
- C & R - Consider external contractor for opening/closing MSG/CWG

Following the last meeting it was agreed to avoid, if possible, an increase to the Precept and any shortfalls in funding would be supported from reserves. Two options following the confirmation of Band D Tax base for 2021.22: Option 1:- Keep Precept requirement at £302,000 (as in 20/21) but this means an annual increase per Band D property of 1.46% (£63.07 to £63.99) or Option 2:- Decrease Precept requirement to £297,600 to keep the annual charge at £63.06 – 0.01% decrease (rounding). It was agreed to discuss at the next FC meeting.

(Cllr Gibson left the meeting at 9.00pm)

13. **KTC Policies** – Cllr Ogden confirmed no update.
14. **Other/Urgent Communications** – None.
15. **Date of Next Meeting** – Monday 11 January 2021 at 7.15pm, online via Microsoft Teams.
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. Recording stopped at 9.07pm
18. **Confidential Minutes of the last Meeting** held on 5 October 2020 – the Committee received, considered and all agreed following the vote. There were no items for discussion for a separate Confidential meeting.

Meeting finished at 9.08pm

Chairman.....

Date.....