

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 7 June 2021 (held at the MJH)

Councillors present:

Cllr K Archer
Cllr N Beecroft-Smith
Cllr A Comber
Cllr R Gibson
Cllr G Lynch
Cllr J Ogden
Cllr B Patten

Officers present:

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

1. **Election of Committee Chairman** - Cllr N Beecroft-Smith chaired this item as Chairman of the Town Council. Cllr R Gibson was proposed and seconded to be duly elected as Chairman of the F & G Committee. A vote was taken and all agreed. Cllr R Gibson chaired the rest of the meeting.
2. **Election of Committee Vice-Chairman** - Cllr A Comber was proposed, seconded and duly elected to serve as Vice-Chairman, voting was unanimous.
3. **Welcome and to Receive and Accept Apologies for Absence** – The Chair, Cllr R Gibson welcomed those present and confirmed apologies from Cllr Fairbrother (personal).
4. **Declaration of Interests** – None
5. **Minutes of the last Meeting** held on the 1 March 2021, the Committee received, considered and all agreed following the vote.
6. **Clerks/Officer Report/Update** – nothing to report.
7. **Members of the Public** – None present.
8. **Bank Reconciliation** – A Dougall presented the Bank Reconciliation Reports dated 30 April 2021. Councillors received, considered and agreed following the vote. Bank statement balances as at 30/04/2021 were £168,773.46 (current account) and £496,459.48 (savings account). Cllr Gibson confirmed the reports agreed with the hardcopy bank statements. All agreed following the vote.
9. **Receipts and Payments** – A Dougall presented accounts for the period ended 30 April 2021. These were received, considered, and agreed following the vote.
10. **Detailed Income and Expenditure Report to 31 March 2021 (20/21)** – A Dougall presented the report showing the balances at the year end that form part of the Annual Accounts for 2020/21. It was noted that the surplus at the end of 2020/21 (after end of year adjustments) was £62,562 and this has been added to the General Reserve. The large balance was a result of the Coronavirus restrictions.

Detailed Income and Expenditure Report to 30 April 2021 (21/22) – A Dougall presented the report explaining that the 1st Precept instalment has been received and all reversing journals had been completed as part of the end of year process, i.e., prepayments, receipts in advance and accruals, that transfer balances into 2021/22. These EOY adjustments ensure that the correct expenditure is coded to the correct financial year irrespective of payment dates etc.

11. **Trial Balance for April 2021** - A Dougall presented the report for information only. It is useful to check balances that have been carried forward from 2020/21, for example, debtors, Market Float, bank accounts, reserves.
12. **Use of General Reserves to fund Oak Meadow resurfacing** – Essential resurfacing works to the Oak Meadow play area as highlighted in the Safety Audit were included in the approved 2020/21 Budget (to be funded from General Reserves £2000). Unfortunately, due to the impact of Covid, these works were delayed and had to be postponed until 2021/22. As a result, the 2021/22 Play Equipment budget (4409/201) does not include provision for this expenditure of £1,875 and approval was sought to fund from General Reserves. Following the vote, all agreed to fund from reserves.
13. **Financial Regulation Policy 2021/22** (updated with NALC F02-21 revised Footnote 3 to regulation 11.1c page 16 only) – A Dougall explained that following the approval of the 2021/22 Financial Regulations by Full Council 15/03/2021, NALC had issued F02-21 (Changes to Public Procurement Thresholds). The policy has been revised with this update only. Following the vote, all approved the revision to the 2021/22 Financial Regulations and accepted as the new version.
14. **Grant Requests; –**
 - a. Fresh Start new beginnings – Council agreed that prior to grant approval, the charity should meet the criteria as stated in the Grants Policy. The main criteria being the benefit to Kesgrave residents. It was agreed that J Abbott will contact the group to provide evidence that Kesgrave residents benefit from the work of the charity. It is totally understood that sensitive data cannot be shared, so general information will suffice. Once data is received, the grant will be considered at the next meeting.
 - b. Three Bears Playgroup – Following discussion, it was agreed that the charity fulfilled the requirements of the Grants Policy. Following the vote, all agreed to a donation of £250. To help make up the shortfall of funding, it was decided that the Charity be contacted to suggest other avenues of funding as mentioned on the Kesgrave Community Website, i.e., SPARK, District Councillors with Locality budgets and Ropes Trust (A Dougall to contact them).
15. **Full Review and Audit of KTC Policies** – Cllr Gibson presented the 2021 Policy Review Control Table that he has devised. It shows the status of all policy and documents, providing a very useful summary. Following discussion, the following comments were made: -
 - Register of members interests – this is a legislative requirement by ESC. Councillors must update directly on the ESC website.
 - Environmental Policy – it was felt that this should include examples and evidence of how projects will have an impact on the environment, e.g., solar panels. J Abbott explained that this was always considered when purchasing, e.g., the new heating system in the office has been postponed in anticipation of ‘greener’ options to be

available later in the year. Cllr Patten and J Abbott will review methods of reporting environmental issues, including the financial costs.

It was agreed, following the vote, that all amended policies would be presented to Full Council as a block. Any amendments to be forwarded to Cllr Gibson before the next Full Council meeting to be held on 21 June 2021.

16. **Draft KTC Business Plan** – Cllr Gibson explained that he has written this 1st draft Business Plan as a starting point and encouraged all Councillors and KTC staff to contribute to the action plan. All items would be reviewed. All Councillors agreed with the framework and to take forward as a draft plan to the next Full Council (21 June 2021) with a view to all individuals having put forward ideas for approval at the Full Council meeting in July.
17. **Other/Urgent Communications** – none
18. **Date of Next Meeting** – Monday 19 July 2021 at 7.15pm, location TBC
19. **Agenda Items for Next Meeting** – None.
20. **Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – no public present.
21. **Staff Appraisals 2020/21** –

Agenda item 21 was then discussed in the CONFIDENTIAL part of the meeting.

This part of the meeting *finished at 8.22pm*

Chairman.....

Date.....