

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 19 July 2021 (held at the KTC Council Chamber)

Councillors present:

Cllr N Beecroft-Smith

Cllr A Comber

Cllr R Gibson (Chair)

Cllr G Lynch

Cllr J Ogden

Officers present:

J Abbott – Town Clerk

A Dougall - Responsible Financial Officer (RFO)

1. **Welcome and Apologies for Absence** – The Chair, Cllr R Gibson welcomed those present and confirmed apologies from Cllr Archer (personal). Cllr Patten was absent. Both absences accepted following the vote.
2. **Declaration of Interests** – Cllr Comber - item 7 (Scout Leader – hall payments for Market, Director of RFS), Cllr Ogden - item 7 (Scout Leader - Market).
3. **Minutes of the last Meeting** held on the 7 June 2021, the Committee received, considered and all agreed following the vote.
4. **Clerks/Officer Report/Update** – none reported.
5. **Members of the Public** – none present.
6. **Bank Reconciliation** – A Dougall presented the Bank Reconciliation Reports dated 30 June 2021. Bank statement balances as at 30/06/2021 were £9,504.13 (current account) and £616,459.48 (savings account). Cllr Gibson confirmed the reports agreed with the hardcopy bank statements. Councillors received, considered and all agreed following the vote.
7. **Receipts and Payments** – A Dougall presented accounts for the period ended 30 June 2021. These were received, considered, and agreed following the vote.
8. **Detailed Income and Expenditure to 30 June 2021** - A Dougall presented the report for information only.
9. **Trial Balance for June 2021** – A Dougall presented the report for information only.
10. **Review of pricing for MSG Hire** – A Dougall explained that a full review of the hire charge for the Millennium Sports Ground was to be carried out, currently used by 2 groups. The Park Run (Saturday & Sunday mornings) initially received a grant from SPARK to hire the outside toilet, thereafter, no charge was made as the Council wanted to support and encourage this voluntary organisation and there are no subscriptions to members. Kesgrave Kestrels are using the facilities regularly. The revised charges will be then available to other potential hirers based on the same criteria.

- 11. Review MJH Hire charges from September 2021** – J Abbott confirmed that MJH hirers have been charged 50% hire rate until August 2021. It was agreed by Council that a review would be made in July 2021 ready for September 2021. It was also noted that the MJH is attracting new regular hirers, e.g., NHS. Following discussion, it was agreed that a phased increase back to the full rate (100%) by 31 March 2022 would be a fairer process for regular hirers that provide a service to local residents.

- Phased approach for Regular hirers
 - 50% to 31 December 2021
 - 75% 1 January 2022 to 31 March 2022
 - 100% from 1 April 2022

It was recognised there should be a distinction between regular hirers (benefiting residents) and Corporate hirers. The discount for Corporate/profit making organisations will be made at the office discretion and may be charged the full rate before April 2022.

- 12. VAT on Business Supplies** – A Dougall explained the main principles outlined in the VAT Notice 749 for Local Authorities & similar bodies. Following discussion, it was agreed that the Council would continue not VAT registered, remaining below the supply limits.

13. Grant Requests;

- a. Fresh Start new beginnings – J Abbott presented the additional information required to show the benefit to Kesgrave residents. Following the vote, all agreed to fund £250 for 2021/22.
- b. Kesgrave Community Enterprises (forget me not café) – J Abbott presented the completed Grant Application Form requesting funding for the group. Following the vote, it was agreed to fund £500 for 2021/22. It was felt that the Group provide a valuable service to local residents.
- c. The Birches Medical Centre – J Abbott presented the email correspondence from the Medical Centre requesting further funds to extend the use of the portacabin for 12 months. It was agreed that further information was needed before a decision could be made, including, the impact on Kesgrave residents if the portacabin is not used, will it be a permanent feature and will further funding requests be made.

- 14. KTC Policies** – Cllr Gibson confirmed that all the reviewed policies that were agreed at the last Full Council meeting should be uploaded onto the KTC website for public viewing. All agreed.

- 15. Draft KTC Business Plan** – Cllr Gibson and Cllr Comber have amended the draft Business Plan. It will be published as a draft and presented to the public at the Fun Day on 31 July 2021. The draft document will be available for 6 weeks (end August 2021) for public consultation, any amendments will be made ready for approval at the Full Council meeting 27 September 2021. It should be noted that the plan excludes the Long Straps cycleway.

- 16. Other/Urgent Communications** – none

- 17. Date of Next Meeting** – Monday 6 September 2021 at 7.15pm, Council Chamber, Town Council office.

- 18. Agenda Items for Next Meeting** – none

- 19. Resolution to exclude the Public under the Public Bodies (Admission to Meetings) Act 1960** – no public present.

20. Confidential Minutes of the last Meeting held on 7 June 2021 -

21. Staffing Matters –

- a. Appraisals 2020/21 – to receive, consider and agree the proposed recommendations following a full review.
- b. Resignation – to receive and review.

Agenda items 20 & 21 were then discussed in the CONFIDENTIAL part of the meeting.

This part of the meeting *finished at 8.10pm*

Chairman.....

Date.....