

# KESGRAVE TOWN COUNCIL

## Minutes of the Finance and Governance Committee meeting, held on 9 January 2023 at the Town Council office

### Councillors present:

Cllr A Athwall  
Cllr N Beecroft-Smith  
Cllr A Comber  
Cllr R Gibson  
Cllr G Lynch  
Cllr J Ogden (Chairman)

### Officers present:

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

1. **Welcome and Apologies for Absence** – Cllr J Ogden welcomed all those present.
2. **Declaration of Interests** – Cllr A Comber (Scout Leader, Market and Director of RFC, non-pecuniary), Cllr J Ogden (Scout Leader and Library, non-pecuniary).
3. **Minutes of the last Meeting** held on the 21 November 2022, the Committee received, considered and agreed following the vote.
4. **Clerks/Officer Report/Update** –
  - J Abbott reported that the Royal British Legion Poppy Appeal and DAS have thanked the Council for the grants received.
5. **Members of the Public** – none present.
6. **Bank Reconciliation to 30 November 2022**– These were received, considered and agreed following the vote.
7. **Receipts and Payments for November 2022** - These were received, considered and agreed following the vote.
8. **Detailed Income & Expenditure to 30 November 2022** – The report was received and agreed. It was noted that it is a requirement to report significant variances to the external auditor in the year-end accounts (pro forma - Explanation of Variances).
9. **Trial Balance for November 2022** - The Committee reviewed and noted the report.
10. **Grant Requests**
  - a. Citizens Advice Bureau (copy attached) – The committee reviewed and following the vote agreed that a KTC Grant Application form needs to be completed before a final decision is made. The email received did not specify amounts of funding required.

11. **End of Year Income & Expenditure Forecast for 2022/23** – A Dougall presented the report showing a predicted deficit of £86,403 (allowing for transfers to/from reserves). This year-end balance will be deducted (or added if surplus) from General Reserves. It should be noted that the 2022/23 Budget is funded by both Precept and General Reserves. The amount of budgeted reserves to fund the shortfall was £110,206, resulting in an estimate of £23,803 more favourable than planned (£110,206 - £86,403).

12. **Version 5 - Draft Budget 2023/24**– A Dougall presented reports for the Draft Reserve Position for 2022/23 and 2023/24, and the Draft Budget 2023/24. The following points were raised: -

- The estimate General Reserve for 2022/23, after deducting the estimated year-end deficit and transfers to/from EMRs, shows a fall from £317,758 to £172,854. This figure is below the 6 months Net Revenue Expenditure of £218,045 for 2023/24 to be maintained in General Reserves.
- EMR 324 (Street Lighting upgrades) will be used to fund future repair & maintenance works. The recent lighting upgrade by SCC will be met from General Reserves.
- EMRs for 2023/24 will be updated with a transfer of £2,000 into EMR 344 (Bus Shelter).
- The report showing the effect on the General Reserve to changes made to the tax charge (per Band D property) was discussed. The report highlighted the reduction in the General Reserve fund as the tax charge was reduced. If the precept fully funded the budget then the tax charge would rise to £90.77 (33.63% from 22/23). For a 0% increase to the tax charge, £110,247 from reserves would be needed.
- Street Lighting Energy & Maintenance – SCC have completed the upgrade, pending problems encountered on Edmonton Road. SCC are unable to provide accurate estimate costs per lamp for the year-end charges.
- The contractor for the Cemetery maintenance is due to leave 10/01/2023. All hedging and repair to sunken headstones have been completed. Future maintenance is to be completed by the Estate Operatives. The budget will remain to fund incidental works at the cemetery and additional salary costs.
- Pension contribution costs to be reviewed.

Following discussion of the above, Cllr Gibson proposed, seconded by Cllr Comber, that to maintain the level of service required, undertake all proposed projects, achieve goals set out in the Business Plan and avoid depleting reserves to an unacceptable level, and at the same time, considering the impact on an increase to the council tax charge to residents, an increase of **9%** would be recommended to Full Council. This would be an increase of £6.11 pa (from 2022/23) to £74.04 per Band D property. All agreed to accept the proposal. No amendments were made to draft budget income/expenditure only the 2022/23 forecast figures.

13. **Other/Urgent Communications** – none reported

14. **Date of Next Meeting** – Monday 6 March 2023 at 7.15pm, Council Chamber, Town Council office.

15. **Agenda Items for Next Meeting** – none.

The meeting *finished at 8:08 pm*

Chairman.....

Date.....