

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 6 September 2021 (held at the KTC Council Chamber)

Councillors present:

Cllr K Archer

Cllr N Beecroft-Smith (Acting Chair)

Cllr G Lynch

Officers present:

J Abbott – Town Clerk

A Dougall - Responsible Financial Officer (RFO)

1. **Welcome and Apologies for Absence** – Cllr Beecroft-Smith chaired the meeting and welcomed those present. Confirmed apologies were received from Cllr Comber and Cllr Gibson and these were accepted following the vote.
2. **Declaration of Interests** – Cllr Beecroft-Smith – item 10 and 11 (Chairman’s Allowance).
3. **Minutes of the last Meeting** held on the 19 July 2021, the Committee received, considered and all agreed following the vote.
4. **Clerks/Officer Report/Update** – J Abbott reported that she had received correspondence from Kesgrave Community Enterprises (formerly Forget-me-not-café) thanking the Council for the generous donation towards their charity of £500. Agreed at F&G 19 July 2021.
5. **Members of the Public** – none present.
6. **Bank Reconciliation** – A Dougall presented the Bank Reconciliation Reports dated 31 July 2021. Bank statement balances as at 31/07/2021 were £11,375.03 (current account) and £586,459.48 (savings account). Cllr Beecroft-Smith 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 31 July 2021. These were received, considered, and agreed following the vote.
8. **Detailed Income and Expenditure to 31 July 2021** – A Dougall presented the report for information only. It was highlighted that the report does not show a profiled budget against expenditure and does not accrue for income/expenditure. This information is shown more accurately in the forecast year-end Income and Expenditure report (see item 10).
9. **Trial Balance for July 2021** – A Dougall presented the report for information only.
10. **Forecast Year-end Income and Expenditure report for 2021/22** – A Dougall presented the report showing a projected surplus over budget of £57,288. These figures have been included for information in the Draft Budget 2022/23. All accepted following the vote.

11. 2022/23 Draft Budget (version 1: Initial Draft) – A Dougall presented the Draft Budget explaining this was purely an initial draft as there are many unknowns at this early stage. Following discussion, the following amendments were agreed: -

- Staff pay awards – assumed 2% for 2021/22 and 2022/23. Awaiting final agreements by the NJC before further adjustments are made. (Possible increase to 3%). The budget covers 3 EO's, further consideration may be given to increase to 4.
- Employer NI rates – following the recent government announcement, the budget shall be increased from 13.8% to 15.05% (above threshold allowance - still awaiting details of a change to the 2022/23 threshold).
- Gas/Electricity likely to increase – 2019/20 expenditure to be considered with 5% uplift for 20/21, 21/22 and 22/23, as expenditure for the last couple of years has been distorted due to Covid.
- PCSO Service Level Agreement is a 2-year contract starting 1 April 2021 to 31 March 2023.
- Business Plan – a separate budget has not been included; it was agreed that there should be no external costs.
- Question raised about the costs/benefits of locking/unlocking MJH and CWG gates. It was felt these EO duties should continue due to security issues.
- With the uncertainty of future purchase dates, budgets for a replacement boiler £10,000, van (possibly electric) £10,000 and MJH maintenance programme £10,000, it was felt that new Earmarked Reserves could be set up. Funding could be made from General Reserves or by increasing the Precept for 2022/23.
- Budgets have been increased from 2021/22 to cover future land adoptions:-
 - 4055/201 – Professional Fees (£10,000 to support land purchases/adoptions, legal fees)
 - 4408/201 –Tree works (increased by £10,000 from 2021/22)
 - 4409/201 Play Equipment (increased by £10,000 for 2 play areas pending adoption)

Following the vote, all agreed to include the amendments to present to Full Council 27 September 2021.

12. Grant Requests;

- a. The Birches Medical Centre – J Abbott presented the written response to the additional information requested by Council so that the funding request could be considered. Following the proposal by Cllr Archer, seconded by Cllr Beecroft-Smith, a vote was taken (all in favour, 1 against) to fund 50% of the annual cost to hire the portacabin (£900 = £150 x 6 months). It was felt that the portacabin provides a good service to the local residents during Covid.

13. Other/Urgent Communications –

- A Dougall confirmed that the unions had rejected the recommendation for the pay offer of 1.75% for 2021/22. Further updates likely mid-October.
- J Abbott shared the positive feedback received for the Fun Day held on 31 July 2021. This will be discussed further at the next C & R meeting.

14. Date of Next Meeting – Monday 4 October 2021 at 7.15pm, Council Chamber, Town Council office.

15. Agenda Items for Next Meeting – none.

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

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- 17. **Confidential Minutes of the last Meeting** held on 19 July 2021 –
 - 18. **Staffing Matters –**
 - a. Estate Operative Vacancy - to receive an update.

Agenda items 17 & 18 were then discussed in the CONFIDENTIAL part of the meeting.

This part of the meeting *finished at 8.20pm*

Chairman.....

Date.....

DRAFT