

KESGRAVE TOWN COUNCIL

Minutes of the meeting of the Finance and Governance Committee held on 4 October 2021 (held at the KTC Council Chamber)

Councillors present:

Cllr N Beecroft-Smith

Cllr A Comber

Cllr R Gibson (Chair)

Cllr G Lynch

Officers present:

J Abbott – Town Clerk

A Dougall - Responsible Financial Officer (RFO)

- 1. Welcome and Apologies for Absence** – Cllr Gibson chaired the meeting and welcomed those present. Confirmed apologies were received from Cllr Archer (personal) and Cllr Ogden (work) and these were accepted following the vote.
- 2. Declaration of Interests** – Cllr Comber - item 7, 8 and 11 (Scout Leader – hall payments for Market, Director of RFS), Cllr Beecroft-Smith – item 8 and 11 (Chairman's Allowance).
- 3. Minutes of the last Meeting** held on the 6 September 2021, the Committee received, considered and all agreed following the vote.
- 4. Clerks/Officer Report/Update** – J Abbott reported that Fresh Start New Beginnings thanked the Council for the much-appreciated grant.
- 5. Members of the Public** – none present.
- 6. Bank Reconciliation** – A Dougall presented the Bank Reconciliation Reports dated 31 August 2021. Bank statement balances as at 31/08/2021 were £25,940.49 (current account) and £551,459.48 (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 31 August 2021. It was confirmed that the Christmas lights were purchased for the Christmas tree and small trees outside the shops. These were received, considered, and agreed following the vote.
- 8. Detailed Income and Expenditure to 31 August 2021** – A Dougall presented the report for information only.
- 9. Trial Balance for August 2021** – A Dougall presented the report for information only.
- 10. Fuel card for KTC van** – At present the EO's purchase diesel for the van using personal bank cards and then reimbursed by a BACS payment. Following discussion, it was agreed that a fuel card would be a better option. A Dougall to investigate the best garage options considering registration fees/card charges/fuel costs. Following the vote, all agreed that A Dougall can proceed with a card application.

11. **2022/23 Draft Budget (version 2: presented at FC 27 September 2021)** – A Dougall presented the Draft Budget and the following amendments were agreed: -

- 4000/101 Salaries (Admin) additional £25,000 to cover additional projects (JA to implement)
- 4055/201 Professional Fees increase to £20,000
- 4203/201 Green Env Projects additional £20,000 to fund conservation work at Pilsbroughs Walk
- New code Road Safety Initiative £5,000 for small projects, surveys etc.
- 4315/201 Street lighting It was agreed that a full Street Lighting Plan was needed.

Following the vote, all agreed to include these amendments and to consider feedback from the C & R Committee to present at next FC meeting.

12. **Other/Urgent Communications** – none

13. **Date of Next Meeting** – Monday 15 November 2021 at 7.15pm, Council Chamber, Town Council office.

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

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

16. **Confidential Minutes of the last Meeting** held on 6 September 2021 –

17. **Staffing Matters** –

- a. Estate Operative, additional post - to receive an update.

Agenda items 16 & 17 were then discussed in the CONFIDENTIAL part of the meeting.

This part of the meeting *finished at 7.50pm*

Chairman.....

Date.....