



Minutes of the Meeting of Costessey Town Council held on Tuesday 23 June 2020 at 7pm at the Costessey Centre, Longwater Lane, Costessey, NR8 5AH

PRESENT: Cllrs T Laidlaw (Chairman), J Amis (Vice Chairman), M Bedford, G Blundell, D Burrill, G Dole, T East, J Flowerdew, L Glover, S Hannant, G Jones, S Jones, J Knights, S Long, J Newby, P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk) D Bowles (Buildings Officer). One member of the public.

TO RECEIVE APOLOGIES

166/20: Apologies were received from Cllrs F Carter (childcare), C Mahn due to work commitments.

TO RECEIVE DECLARATIONS OF INTEREST

167/20: There were no declarations of Interest.

TO CONFIRM THE MINUTES OF THE MEETING OF THE COUNCIL HELD AT 7PM ON 10 MARCH 2020

168/20: Amendments to minutes: Min 131/20: "Cllr to read Cllrs", "form" to read "from", "Picciolo" to read "Piccoli" and "projrcs" to read "projects".

It was RESOLVED to approve the minutes of the meeting held on 10 March 2020 with the four amendments listed above. ACTION: Town Clerk

TO CONFIRM THE MINUTES OF THE EXTRAORDINARY COUNCIL MEETING OF 19 MARCH 2020

169/20: Min: 156/20: "Clerk of Deputy" should read "Clerk or Deputy"

It was RESOLVED to approve the minutes from the Extraordinary meeting of 19 March 2020 with the above amendment". ACTION: Town Clerk.

TO RECEIVE THE MINUTES OF THE ON-LINE FINANCE, BUDGETS & STAFFING COMMITTEE OF 16 JUNE 2020

170/20: A couple of queries were raised over the redactions in the budget report & the Road & Streetlights variance total £109,600. The redactions are to comply with GDPR, the unredacted version is scrutinised. The unredacted version can be seen in the office by prior appointment with the Town Clerk. The variance was due to Capital & Revenue grant for the Streetlights. Most of the revenue has already been spent on the lights.

RESOLVED to receive the online F,B&S minutes.

Recommendation from FB& S committee meeting to be taken below the line.

TO RECEIVE A SUMMARY OF KEY DECISIONSMADE SINCE THE LAST MEETING

171/20: Town Clerk gave an overview of the Key Decision Log 2020 - (log in bundle information only).

172/20: RESOLVED TO ADJOURN THE MEETING FOR 15 MINUTES' PUBLIC PARTICIPATION

Items raised: None. The meeting was reconvened.

TO CONSIDER FINANCE MATTERS

173/20: a) To approve the accounts for February 2020 and receive a budget report: At the end of February Council was 11/12 (91.67%) of the way through the financial year and was in budget by £117,940. It had received 99.8% of its income and spent 88.8% of its budgeted expenditure. Council had received both instalments of the precept (£636,576). CIL receipts of £10,030 had been received (401.2% of budgeted amount). The potential overspends were offset by higher than anticipated income from hall hires at Breckland Hall (95.4%), The Costessey Centre (99.2%), though Queen's Hills Community Centre was slightly lower than expected (88.4%). Bar Commission was also above what was anticipated at Breckland (108.7%). Burial & Memorial fees (56.8%) are sporadic and cannot be accurately predicted,

but were generally much lower than anticipated. Interest received was greater than expected (£2,633). Councillors had taken up the offer of training with enthusiasm, so that budget had been exceeded. There is a Property Maintenance EMR which would be used to fund property maintenance and smooth out the variable peaks and troughs over the years.

RESOLVED to receive the budget report and approve the accounts for February 2020 in the balance of £583,119.15

174/20: b) To approve purchase of a “Thank you all key workers” Rainbow bench: Cllr Blundell presented the steel bench design he had received costing £900 + £80 delivery + VAT. South Norfolk would install it at no cost to the Town Council. Concerns were raised as to the suitability of the bench in terms of design, materials and coatings used, its safety in a children’s play area and the cost, also maintenance costs in future when the Town Council took over ownership of the play areas. It was suggested that benches could be installed in other parts of Costessey with differing designs and materials.

RESOLVED to install a “Rainbow Bench” at the Denes play area in Queen’s Hills with wording “Thank you from Costessey during the pandemic of 2020”.

For: 7 Against:6 Abstain: 3 ACTION: Town Clerk

175/20: THE DATE OF THE NEXT FULL ON-LINE COUNCIL MEETING WAS CONFIRMED as TUESDAY 7 JULY 2020 at 7pm.

176/20: RESOLVED TO EXCLUDE THE PRESS AND PUBLIC FROM THE MEETING UNDER THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 on the grounds that it was not in the public interest to disclose discussion on the items below due to the discussions relating to staffing issues & contracts.

***THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE**

TO CONSIDER CLEANING OF PREMISES AFTER THE EXPIRY OF THE CURRENT CLEANING CONTRACT (FB&S recommendations)

177/20: Recommendation to bring the cleaning in-house after the expiry of the current cleaning contract.

It was RESOLVED to take the cleaning in-house for a minimum of 12 months.

ACTION: Town Clerk

178/20: Chairman congratulated Cllr Blundell for his work in the Community during the Covid 19 pandemic and the recognition in the South Norfolk “Link” magazine.

179/20: The meeting closed at 8.22pm

Chairman:

Date: