

# Costessey Town Council

## Minutes of the Finance Committee of Costessey Town Council, held at The Costessey Centre, Longwater Lane, Costessey at 9.30am on 11 November 2021

**Present:** Cllrs G Jones (Chair), J Amis, G Dole, S Hannant, T Laidlaw and P O'Connor; Voting Substitute: Cllr D Burrill; H Elias (Town Clerk), N Bailey (Deputy Clerk) & L Trabucco (Minutes Secretary). One member of the public: The Chairman of Costessey Sports Club

**F176/21:** The Chairman advise that at some point in the meeting Cllr T Laidlaw would have to step out of the meeting to take a short call

### **To receive apologies for absence**

**F177/21:** None

### **To receive declarations of interest**

**F178/21:** Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclay's pension.

**F179/21:** The Chairman agreed to bring forward item 7 as the Chairman of Costessey Sports was present and wished to speak on the item.

### **TO REVIEW THE HALL & PITCH HIRE FEES** (See report)

**F180/21:** Fees had not increased in the last three seasons (since 2018-19 when a 10% increase was approved), therefore CTC were now considering an increase for season 2022/23. A comparison to other Parishes had been made. A suggestion was made to raise the Seniors' and Vets' fees as they use the changing rooms, taking into account running costs and staff wages. The overall costs of ground maintenance and wear & tear were raised, and a suggestion was made to incorporate costs into the increased fees, and to consider the current month's RPI as a minimum increase. Full costings of pitches to be presented at a future meeting. **ACTION: Town Clerk & Deputy Clerk**

**A proposal was made to increase the Senior fees by 10%**

**A second proposal was made to raise the Youth fees by RPI for November, rounded up to the nearest pound** and Cllr G Dole asked for her objection to be noted

Cllr T Laidlaw left the meeting at 10:10 to join a call

**A proposal was made for a 10% increase for the tournament**

**F181/21: RECOMMENDATION to Full Council to increase the Senior fees to £600 and Veterans to £300 Vets**

**F182/21: RECOMMENDATION to Full Council to raise Youth and Ladies fees by RPI rounded up to the nearest pound**

**F183/21: RECOMMENDATION to Full Council to increase the tournament fees by 10% per day (from £110 to £121 per day)**

**F184/21:** One member of the public left the meeting at 10:14am and Cllr T Laidlaw rejoined the meeting at 10:14am

**F185/21:** A suggestion was made to prepare a letter to inform Costessey Sports of all the costs involved in the maintenance of the pitches. **ACTION: Deputy Clerk**

**To confirm and sign the minutes of the previous Finance meeting on 24 September 2021**

**F186/21:** *Min F168/21:* remove the word "typo" from 4<sup>th</sup> paragraph

**RESOLVED to approve the minutes as a true record with the above amendment**

**To receive updates on the previous minutes** (No resolutions may be passed)

**F187/21:** *Min: F171/21 The VAT calculation:* It was suggested that it was not necessary to calculate it annually but to keep it for Lodge Farm and consider keeping it until a future RFO was in post

**To consider the accounts for September 2021**

**F188/21:** The Chairman stated that the accounts were in order. He raised a query over the PAYE and NI contributions on the Balance Sheet as they were the exact reverse of the figure in August. As salaries were paid four-weekly Pay Period 5 had been paid separately and paid again with pay period 6. The double payment had been rectified in October, but the double payment was still showing in the September accounts

**RECOMMENDED to full Council that the September 2021 accounts be approved**

**To consider the purchase of a phased budget module for the Rialtas Accounts package**

**F189/21:** This had been requested to show a better understanding of the accounts against the budgets on a month by month basis. The Clerk and Chairman of Finance had had a demonstration. The quote dated June 2021 was still valid; training was included.

**RESOLVED to purchase the phased budget module for the Rialtas Accounts package** (within Clerk's delegated amount)

**To Review The Hall & Pitch Hire Fees**

**F190/21:** A suggestion was made to increase all fees for all types of hire from 1st April 2022 by RPI (rounded up to the nearest pound). The £100 Saturday night offer would finish on 31st March 2022 but was still valid for any pre-booked events beyond this date. Another suggestion was made to return to the previous arrangement ie the extensions on Friday to 11.30pm and Saturday to midnight. Bank Holiday bookings should not be made available except New Year's Eve parties and Fete.

**RECOMMENDED to Full Council that the Hall Hires Fee go up by RPI across all fees and types of hire from 1st April 2022**

**F191/21:** **RECOMMENDED to Full Council to end the £100 Saturday night offer on 31 March 2022 apart from any pre-booked events beyond this date.**

**F192/21:** **RECOMMENDED to Full Council that Bank Holiday bookings should not be made available except New Year's Eve parties and Fete.**

**To consider requests for grants under permitted powers**

**F193/21:** a) Royal British Legion – Poppy Appeal & Local Branch:

**RESOLVED to donate £50 to Royal British Legion Poppy Appeal & £50 to the RBL local branch:**

Wall plaque: A written request from the Royal British Legion should be made and brought to the next P&E meeting. **ACTION: Town Clerk**

**F194/21:** The meeting was adjourned at 10:50am to attend the two minutes' silence, then reconvened at 11:09am. It was noted that Cllr D Burrill left the meeting at 11:02am

**To consider the Donation to the Recreation Ground Charity**

**F195/21:** A brief background was given about the CAF letter with cheque recently received by post. It was agreed to send the cheque back by registered post on the grounds that The Recreation Ground Charity does not have a bank account as CTC pays for maintenance work and insurance.

**RESOLVED to return the cheque via registered post . ACTION: Town Clerk**

**To consider future projects and potential costs**

**F196/21:** A proposed project plan was made available prior to the meeting. The Accountant's document on Capital funding for projects should be made available to the Future Finances WG and not included as part of the budget. **ACTION: Town Clerk**

**To receive a general update on Finance matters** (No resolutions may be passed)

**F197/21:** None

**To confirm the date of the next Finance Committee Meeting on Friday 10 December, and to hold a Budgets WG meeting on Friday 3 December**

**F198/21:** It was agreed to schedule the next Finance Committee Meeting for Friday 10 December and the Budgets WG meeting on Friday 19 November. **ACTION: Town Clerk**

**F199/21: RESOLVED to defer the confidential items below the line to the Budgets WG on Friday 19 November.**

**F200/21: The meeting closed at 11:36am**

**Chair:**

**Date:**