

Costessey Town Council

Minutes of the Finance, Budgets & Staffing Committee of Costessey Town Council, held at The Costessey Centre, Longwater Lane, Costessey at 11am on 18 June 2021

Present: Cllrs G Jones (Chair), J Amis, G Dole, S Hannant, T Laidlaw and P O'Connor; Observer: Cllr J McCloskey (part); H Elias (Town Clerk), N Bailey (Deputy Clerk) & L Trabucco (Minutes Secretary)

To receive apologies for absence

F119/21: RESOLVED to accept apologies from Cllr D Burrill (work) and Cllr G Blundell (personal commitment)

To receive declarations of interest

F120/21: Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclay's pension.

To confirm and sign the Minutes of the previous FB&S meeting on 21 May 2021

F121/21: RESOLVED to approve the minutes as a true record with no amendments.

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

F122/21: The narrative explanation from the *Explanation of variances – pro forma* under staff costs had been amended but the figures remain unchanged and will go to the External Auditor

To consider the Internal Auditor's Final Report for 2020-21

F123/21: The Internal Audit report gave a good review of CTC Finances in general, with another year assigning positive assurances in all areas of internal control and no action plan required. Office staff were complimented on their hard work. In future an additional meeting could be pencilled in to make the details available to the FB&S Committee before they went to the Auditors. **ACTION: Town Clerk**

F124/21: With the agreement of the Committee Items 6 & 7 were taken together

To consider the accounts for April 2021 including hall hires

F125/21: No comments on the general accounts. There was not a lot of expenditure as halls are not yet at full capacity due to Covid-19.

RECOMMENDED to full Council that the April 2021 accounts be approved

To consider the accounts for May 2021 including hall hires

F126/21: No comments on the general accounts.

RECOMMENDED to full Council that the May 2021 accounts be approved

To set up a Financial Planning WG to consider future expenditure

F127/21: It was suggested that a working group be set up to look at the framework of the general reserve and Earmarked Reserves (EMRs) and decide where to allocate the rolling capital fund in different areas. A query was raised as to whether it was possible to "calendarise" the budget, set up the 4 year plan listing projects and it was suggested to bring it back this year in the autumn.

ACTION: Town Clerk

RESOLVED to set up in principle a Financial Planning WG to consider future expenditure

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

F128/21: None

F129/21: RESOLVED to confirm the date of the next F,B&S Meeting as Friday 23 July 2021 at 11am.

F130/21: 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 exempt information on staffing and employment contracts

No members of the press or public were present. Live streaming was stopped.

***THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE**

***To approve the recommendations of the Staffing WG**

F131/21: Min: SWG58/21: Draft Gifts & Hospitality Policy: Further amendments to the wording were recommended.

RESOLVED that the amended Gifts & Hospitality Policy be approved

F132/21: The meeting closed at 12.05pm

Chair:

Date: