

# Costessey Town Council

## Minutes of the Finance, Budgets & Staffing Committee of Costessey Town Council, held at the Costessey Centre, Longwater Lane at 11.30am on 21 May 2021

**Present:** Cllrs G Jones (Chair), J Amis, G Blundell, D Burrill, G Dole, S Hannant, T Laidlaw and P O'Connor; H Elias (Town Clerk) & N Bailey (Deputy Clerk)

### To elect a Chairman for the Committee

**F105/21: RESOLVED to elect Cllr G Jones as Chair of the F, B&S Committee**

### To receive apologies for absence

**F106/21:** None

### To receive declarations of interest

**F107/21:** 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 20 April 2021

**F108/21: RESOLVED to approve the minutes as a true record with no amendments.**

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

**F109/21:** It was noted the minutes had already been received by full Council. Confidential updates to be discussed below the line.

**F110/21: Min: F097/21:** A query was raised as to whether Hall Hires should be a separate item on the agenda. It was suggested that a quarterly report on hall hires and revenue might be better than a monthly report. The Property & Environment Committee also received reports on hall hires.

**F111/21: Min: F096/21:** The new 2021-22 grant had been sent to the Council, but would need to be returned following more detailed information from central Government as to which organisations were eligible to receive it. **ACTION: Town Clerk**

### To consider the accounts for March 2021 (Year End)

**F112/21:** When the accountants closed the accounts at Year End they reconciled the month / year end and reallocated / set up the new amounts in the General Reserve and Earmarked Reserves for the following financial year, as per the previous guidance from the F,B&S Committee. Part of the surplus had been earmarked to fund the deficit in the 2021-22 budget and to prevent a rise in the level of CTC's share of Council Tax in 2020-21. A query was raised as to the surplus figure before transfer to the EMRs. The AGAR and EMR movements would be considered at a WG on Thursday 27 May. The hall hire budgets had been redeemed by receipt of the Business Support Grant for the halls.

**RECOMMENDED to full Council that the March 2021 / Year End accounts be approved.**

### To consider the Year End 2020-21 CIL Report & the April 2021 CIL receipts

**F113/21:** CIL receipts had to be used on infrastructure projects within five years or they would have to be returned to SNC. A request was made to use £2,000 of CIL towards the proposed SONA Arch play equipment. The P&E were running this project and had taken it to full Council recently, which had agreed to allocate £8,000 to the project providing other funding could be found to complete the project. Under the new Standing Orders an item may not be revisited by the Council within 6 months. **The proposal was withdrawn**

**F114/21:** A proposal was made to use some of the CIL receipts towards the suggested Sensory Garden at the Denes play area on Queen's Hills. It was pointed out that this item was still being researched by the P&E Committee and had not yet received approval from CTC. It was noted how much CTC had already done for QH residents. **The proposal was withdrawn**

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

Documents were with the Internal Auditor and the AGAR had to be sent to the External Auditor by 30 June 2021 (No Covid extension this year)

**F115/21: RESOLVED to confirm the date of the next F,B&S Meeting as Friday 18 June 2021 at 11am.**

**F116/21: 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 stopped at 12.17pm.

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

**\*To approve the recommendations of the Staffing Working Group**

**F117/21: Min SWG046/21: Minutes Secretary:**

**RESOLVED that the Staffing WG be granted full delegated powers to hold interviews and appoint a Minutes Secretary under the terms discussed. ACTION: Town Clerk**

**Min: SWG047/21: Recruitment of a P/T Cleaner:**

**RESOLVED that the recruitment for a P/T cleaner be paused for the time being.**

**F118/21: The meeting closed at 12.24 pm**

**Chair:**

**Date:**