

Costessey Town Council

Minutes of the Finance Committee of Costessey Town Council, held at The Costessey Centre, Longwater Lane, Costessey at 10:30am on 23 July 2021

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

To receive apologies for absence

F133/21: None

To receive declarations of interest

F134/21: 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 18 June 2021

F135/21: **RESOLVED** to approve the minutes as a true record with no amendments.

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

F136/21: A query was raised regarding the start of the Financial Planning WG to consider future expenditure and after discussion it was agreed that Thursday 29 July 2021 at 10:30am an in-person meeting would be set up. **ACTION: Town Clerk**

To consider the merits of an Earmarked Reserve for Lodge Farm Pavilion

F137/21: A brief explanation on the background around the transfer was mentioned and an Earmarked Reserve is to be set aside to meet the estimated legal, professional, and fit-out costs of around £40,000. **ACTION: Town Clerk**

RESOLVED to set up an Earmarked Reserve of £40,000 for Lodge Farm Pavilion

To receive an update on hall hire income (first quarter actual and second quarter estimates)

F138/21: It was explained that during the first quarter CTC was fortunate to have a daily regular hire which generated income. CTC Newsletter have generated a lot of hall hire enquiries and bookings were on the increase and the second quarter estimates were on track against the budget. Thanks were expressed to the Deputy Clerk for his good work with the estimates.

To consider the accounts for June 2021

F139/21: The Chairman raised a query over the figures not adding up. It appeared that a rounding issue with the software meant the figures were slightly out.

RECOMMENDED to full Council that the June 2021 accounts be approved

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

F140/21: This item was deferred to the confidential part of the meeting

To confirm the date of the next Finance, Budgets & Staffing Committee Meeting as Friday 20 August 2021 at the Costessey Centre.

F141/21: It was agreed that as there was a Staffing Working Group planned to commence at 10.00am on 20 August 2021, the next Finance Meeting would be on Friday 20 August 2021 at 11am. **ACTION: Town Clerk**

RESOLVED to confirm the date of the next Finance Committee Meeting as Friday 20 August 2021 at 11am.

F142/21: 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 receive a general update on Finance matters** (No resolutions may be passed)

F143/21: Min: F140/21: An update was given regarding a recent Direct Debit transaction error which had been quickly identified and now reversed by Barclays. All accounts were being checked routinely to reduce risk.

***To approve receive an update on staffing requirements post lockdown**

F144/21: A note had been distributed at the meeting. Staff were taking precautions to minimise the risk of Covid.

F145/21: As hall hire increased there was still a need to recruit more cleaners/caretakers.

F146/21: The meeting closed at 11.28am

Chair:

Date: