



Minutes of the ONLINE Finance, Budgets & Staffing Committee of Costessey Town Council, held on Tuesday 9 July 2020 at 10.30am

Present: Cllrs G Jones (Chair), J Amis, G Dole, J Flowerdew, S Hannant, T Laidlaw and P O'Connor; H Elias (Town Clerk), N Bailey (Deputy Clerk) & D Bowles (Clerk's Asst / Buildings Officer)

To receive apologies for absence

F048/20: None

To receive declarations of interest

F049/20: Cllr S Hannant declared a pecuniary interest in any item regarding the Council's banking, as she has a pension from Barclays Bank. Cllr J Amis declared a non-pecuniary interest in Min.56/20 as he knew the business owners of Broadland Guards.

To confirm and sign the Minutes of the previous FB&S meeting on 23 June 2020

F050/20: The minutes were agreed and signed. **ACTION: Town Clerk**

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

F051/20: TUPE information had been requested from Heritage. Advice should be sought around liability. Support for members by providing ipads/laptops could result in an IT overspend.

To consider creating a due diligence checklist for entering into new contracts

F052/20: Various checks were already being made by officers, with some mandatory requirements. Many suppliers and contractors were paid after the work had been completed. Larger value contracts had staged payments approved by Full Council, and some contractors requested deposits for cash-flow/purchase of materials. The Council's Financial Regulations could be amended as felt appropriate. A checklist should be developed **Action: Deputy Clerk**
RECOMMENDED to Full Council that any one-off payment of £5,000 plus vat should be subject to contractor checks, and Financial Regulations amended accordingly.

To consider a general update on Finance, Budget or Staffing matters

FE053/20: The Internal Auditor had apologised for the error in his report which was identified by members. Staff appraisals had been delayed due to limitations around gatherings. **ACTION: Town Clerk & Cllr Laidlaw.**

FE054/20: Cllr Flowerdew left the meeting at 10:57am

FE055/20: Resolved to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below due to the discussions relating to exempt information on contracts

To consider interim cleaning arrangements - return to hall hires

F056/20: The halls were closed to the public and office staff were cleaning the rooms they use. Interim cleaning arrangements would be put in place for when hirers were allowed back. Only a handful of regular users were seeking to return from August, and government restrictions had impacted heavily on enquiries, with cancellations of private party bookings. The annual income from hall hire would be significantly impacted, but this was mitigated by having no requirement for cleaners and caretakers.

Groundsman and volunteers were helping with car park and cemetery gate duties. Broadland Guards already had keys as they provided overnight emergency cover, and for £16 plus vat per day could lock/unlock vehicle gates. Pedestrian gates are left unlocked for access to the defibrillators. Three quotes had been obtained for window cleaning (external & internal). The lowest was £3,250, but it was noted this was a four-weekly clean so could be reduced to monthly.

RECOMMENDED to Full Council that the window cleaner initially be contracted on a monthly arrangement paid after the work has been completed.

RECOMMENDED to Full Council that Broadland Guards be contracted on an interim basis to lock/unlock vehicles gates at the Costessey Centre, the Cemetery and Breckland Hall.

To consider cleaning of premises after the expiry of the current cleaning contract on 30 September.

F057/20: Under normal circumstances (pre-covid) office staff facilitated hires at the Costessey Centre during the day Monday to Friday, and contracted caretakers took over in the evenings and at weekends. A presence was always maintained throughout the duration of a hire for security, and had been identified as a cost which could be reviewed now the service was coming in-house. Members considered all operational aspects and requested further information from officers who would report to a Fees & Charges Working Group. The impact on revenue from hall hire because of the coronavirus should be included in the report. Recovering some of the costs associated with an employee being present at the Costessey Centre throughout the duration of a hire, could be considered.

RECOMMEND to Full Council that a presence be maintained at the Costessey Centre throughout the duration of a hire.

F058/20: RESOLVED that the date of the next ONLINE F,B&S meeting should be Thursday 23 July 2020 at 10.30am

F059/20: The meeting closed at 11.33am

Chair:

Date: