

Costessey Town Council

Minutes of the ONLINE Finance, Budgets & Staffing Committee of Costessey Town Council, held via Zoom at 11am on 18 September 2020

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

To receive apologies for absence

F095/20: None

To receive declarations of interest

F096/20: Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclays pension

F097/20: Cllr Flowerdew declared a non-pecuniary interest in that he had been invited to attend the meetings of the QH Community Park CIO until the AGM in January 2021

To confirm and sign the Minutes of the previous FB&S meeting on 21 August 2020

F098/20: It was noted that the minutes had already been received by full Council. The minutes were agreed and signed as a true record.

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

F099/20: Min: F093/20: 2): Three banks had been contacted – See e-mail and further details. After lengthy discussions the Co-op Bank had informed the Clerk that the Council did not qualify for any of their bank accounts as they no longer dealt with local councils. The Unity Trust Bank appeared to be an option with triple authorisation on line and cash deposits via the Post Office, or cheque deposits Nat West bank; however no debit cards were available and charge cards appeared to only be available to those on the mandate, which might prove problematic for the Head Groundsman. Watton TC used Unity Bank. Nat West stated they were not taking new business banking at present, but as a staff member had a personal account it might be possible. They stated that all options for the bank mandate were possible. Cllr G Jones to contact the Clerk at Watton TC for further information on Unity Trust Bank. **ACTION: Cllr G Jones**

F100/20: Min: F093/20: 3): Cash collection: Barclays have a "Vaultex" service whereby G4S could collect cash & cheques @ approx £13 per weekly collection up to £4,000 cash and unlimited cheques, though Council does not hold much cash. This could only be cost effective if Staff waiting time at the bank and travelling expenses were taken into account, and would afford additional security to staff. Cost for Barclays handling to be confirmed. **ACTION: Deputy Clerk**

To consider the accounts for August 2020 and receive a budget report incl. payments over £500

F101/20: The Budget Report to Councillors showing potential overspends on the budget had been a recommendation from the Internal Auditor some years previously. A query was raised as to whether they had to be shown by cost centre, as often the total for an account code would not result in an overspend and some Cllrs thought this might give a false impression as generally there was very little which would exceed the budget overall. A query was raised as to whether it was possible to "calendarise" the budget. Some items appeared regularly in a particular month. An add-on to the accounts system could be purchased to show the budget expressed on a monthly basis, but when the Clerk had tried to arrange a demonstration for Cllr Jones, Covid 19 restrictions meant that this was not available. A query was raised as to why the report was not presented just as a spreadsheet, but the Clerk explained the narrative was to help those Councillors who were not comfortable with columns of figures.

RECOMMENDED TO FULL COUNCIL to approve the accounts for August 2020

To receive a revised 2020/21 forecast

F102/20: The only change was the receipt of the Business Interruption Grant from SNC, £10,000 for each of the Costessey Centre and Breckland Hall / Owen Barnes Room and £7,500 for Queen's Hills Community Centre based on Rateable Value. The 'RAG assessment' exercise of returning hirers would have to be amended in light of the recent introduction of the "Rule of Six" restrictions. About ten groups would not be returning at all. Hires were uncertain as numbers and groups had to be restricted as groups could not be allowed to mix. A query was raised as to what risks were not covered in the budget. It was suggested that if anything the risks were overestimated, but any liability shortfall could be taken from the reserves if there were not enough to cover a claim in the Revenue Budget.

To receive a general update on Finance, Budget & Staffing matters.

F103/20: Fees & Charges WG: An Executive Committee Meeting had been arranged for Thursday 24 September at 10.30am. Costessey Sports request for portaloos would be considered, along with pitch fee rise linked to RPI – currently approx. 1% - plus a £100 standard hire fee for the large halls from 1pm to midnight. (See WG minutes).

F104/20: Min: SSC024/20: Key Personnel Insurance Cover: Eight key worker roles had been added to the existing Zurich insurance @ £120 pa including loyalty discount. Two weeks after an injury etc the policy would pay out £500 for 10 weeks and £100 per week thereafter.

To confirm the date of the next ONLINE FB&S Meeting as Thursday 15 October at 11am

F105/20: The meeting was confirmed as 11am. Cllr S Hannant gave her apologies.

F106/20: 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 staffing and employment contracts

No members of the press or public were present.

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

***To approve the recommendations of the Staffing Sub-Committee**

F107/20: Min: SSC027/20: DRAFT Contract: Further queries were raised as to the meaning and intent of some of the wording. It was explained that the Committee had referred the draft back to the HR Consultant for further advice, and the additional comments would be added to the list. The amended draft would be reviewed at the next Staffing Sub-Committee meeting along with the Grievance and Disciplinary Procedures and the Equality Policy. **ACTION: Town Clerk**

F108/20: Min: SSC028/20: Opt-Out from Working Time Directive: The HR Consultant had advised that the Opt Out Agreement should be a separate document from the Contract and had supplied an appropriate model. **RECOMMENDATION** that CTC adopt the agreement **RESOLVED** that CTC adopt the agreement as per the HR consultant's model document

F109/20: The meeting closed at 11.45am

Chair:

Date: