



Minutes of the ONLINE Finance, Budgets & Staffing Committee of Costessey Town Council, held on Friday 26 June 2020 at 10.30am

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) & D Bowles (Clerk's Asst / Buildings Officer)

F033/20: Cllr Sheila Hannant opened the meeting & nominated Cllr G Jones as the Chair for the FB&S. **RESOLVED to elect Cllr G Jones as F, B & S Committee Chair.**

F034/20: The new Chair welcomed everyone and thanked Cllr S Hannant for all her hard work and support while running the FB&S Committee.

To receive apologies for absence

F035/20: None

To receive declarations of interest

F036/20: Cllr S Hannant declared a pecuniary interest in any item regarding the Council's banking, as she has a pension from Barclays Bank

To confirm and sign the Minutes of the previous FB&S meeting on 16 June 2020

F037/20: The minutes were agreed and signed. **ACTION: Town Clerk**

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

F038/20: Heritage had been informed the cleaning contract would not be put out for tender but taken in house for a minimum of 12 months; two or three members of their staff might be transferred to the Council's employ under the TUPE scheme.

To consider the Year End March 2020 accounts (AGAR must be approved by full council)

F039/20: The reported overspends were queried: £3,745 on 4027 for the purchase of two laptops for the office (unexpected spend). It was suggested that the budget should be increased for IT equipment going forward. 4060 overspend on professional fees related to Farmland Road planning appeal which could not be reclaimed. 4039 Breckland overspend related to ongoing fence renewal. **RECOMMENDED to Full Council that they approve the March 2020 accounts.**
7 voted for 1 vote against.

To consider the Internal Auditor's Final Report 2019-20

F040/20: 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. **ACTION: Town Clerk**

To agree which financial documents should be presented to full council meetings

F041/20: It was agreed the current documentation was too much and needed to be simplified. It was proposed that the F,B&S Committee would receive an unredacted version of the accounts (on purple papers). Full council would receive only the word budget report, the I&E Summary Report, the balance sheet, payments over £500 and the petty cash and IMPREST account transactions and redacted bank reconciliations, rather than the full accounts. Any Cllr wishing to view the unredacted accounts could do so in the CTC offices by prior arrangement with the Town Clerk. The Year End, March 2020 accounts would remain in the old format; from 1 April 2020 the new slimmed-down version would be presented to full Council.

RESOLVED to approve the above changes to the accounts documentation to be presented to full Council from 1 April 2020 accounts. ACTION: Town Clerk

To consider financial forecasts

F042/20: Two forecasts for 2020-21 one for hall hires and the other a general forecast showing fair- and worst-case scenarios were considered, showing a potential shortfall of approx £40,000-£60,000. Due to Covid 19 closing the halls there was a greater need to monitor income and expenditure throughout the year with regular reviews. It was suggested a further column showing the Budget against the forecast would be useful. A query was raised regarding the Fete not being mentioned in the Hall forecast sheet. A quarterly forecast would be easier to view than a monthly version. A general discussion took place: the legal level of reserves should be a minimum of 25% of budgeted expenditure for the year. The Ear Marked Reserves (EMRs) were discussed eg Cemetery Fund, Rolling Capital Fund. CTC will receive the full Precept demand income this year; however, due to Covid 19 leading to possible unemployment or an increase in benefit take-up and subsequent fall in the Tax Base, budgeting next year could be challenging. **ACTION: Town Clerk**

To consider the accounts & budget report for April 2020

F043/20: To be presented to full council to approve

To consider the accounts & budget report for May 2020

F044/20: To be presented to full council to approve

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

F045/20: A suggestion was made to utilise Council's outside spaces to get some hire revenue with multiple fields available. CTC Business Insurance did not cover this pandemic, so Council is unable to claim for loss of hire income due to hall closures. CTC must consider ways to encourage hirers back to the Halls when safe to do so. The need to incorporate more stringent cleans, plus any other support hirers might need from Council, might also affect income.

F046/20: RESOLVED that the date of the next ONLINE F,B&S meeting should be Thursday 9 July 2020 at 10.30am

F047/20: The meeting closed at 11.35am

Chair:

Date: