

Minutes of the ONLINE Finance, Budgets & Staffing Committee of Costessey Town Council, held via Zoom at 11am on 12 February 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)

F040/21: The Chairman apologised for the late start at 11:08am. A previous meeting had overrun.

To receive apologies for absence

F041/21: Cllr Laidlaw had a meeting at South Norfolk Council but managed to join later.

To receive declarations of interest

F042/21: Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclays pension.

F043/21: Town and Deputy Clerk - HR Policies & Contracts

To confirm and sign the Minutes of the previous FB&S meeting on 22 January 2021

F044/21 RESOLVED to approve the minutes as a true record with no amendments.

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

F045/21: Min: F026/21: The Audit Report would be presented to Full Council on 23 February 2021 for approval.

Min: F028/21: The hall hire deposit return report was ready for the next committee meeting. The 'rounding' issue on the balance sheet had been reported to the software provider.

To consider the accounts for January 2021 and receive a budget report incl payments over £500

F046/21: The Chairman noted there were few transactions this month and that the Business Support Grants from South Norfolk Council had been received. A large unrepresented cheque had been received by the contractor and would be banked soon.

RESOLVED to recommend to full council the approval of the January 2021 Accounts

To receive a revised 2020/21 forecast

F047/21: Cllr Jones had circulated a note and explained that it was almost identical to the last forecast. An additional £4,000 Business Support Grant was expected for the period through to 8th March 2021. The likely 2021/22 surplus forecast meant the Council had decided not to increase the 2021/22 Council Tax Charge.

To review the Treasury Strategy and Investment Management Policy

F048/21: A small amendment was made to 1.6 as a full report of the monthly accounts went to the Finance, Budgets & Staffing Committee, and a summary report to Full Council. **ACTION: Town Clerk**

The Clerk's Imprest Account had not yet increased to £3,000 but mid-month transfers were possible from the main account to ensure there were enough funds for card payments to clear.

RESOLVED to recommend to full council the approval of the policy with amendment above.

To review the CTC Grants Policy

F049/21: The Chairman had received requests to defer the item for an Officers' Report. A suggestion was made not to accept requests after the grant budget had been allocated.

F050/21: Cllr Laidlaw joined the meeting at 11:27am

F051/21: RESOLVED to confirm the date of the next ONLINE FB&S Meeting as Friday 19th March 2021 at 11am.

F052/21: 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.

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

To consider the financial implications of the CTC Training Policy

F053/21: Various amendments would be made before a revised policy was presented to Full Council for approval. **ACTION: Town Clerk**

To approve the recommendations of the Staffing Sub-Committee

F054/21: Min: SSC09/21: To consider amended Office Staff contracts for implementation on 1 April 2021

RESOLVED to approve amended contracts for the Deputy Clerk's and Assistant Clerk's Contracts. The CiLCA qualification was suitable for officers only.

RECOMMENDED TO FULL COUNCIL that two officers attend live streamed meetings.

F055/21: The meeting closed at 12:10pm

Chair:

Date: