

Minutes of the ONLINE Finance, Budgets & Staffing Committee of Costessey Town Council, held via Zoom at 10:30am on 17 December 2020

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

To receive apologies for absence

F156/20: Cllr G Blundell (other commitments)

To receive declarations of interest

F157/20: Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclays pension.

F158/20: The Town Clerk and Deputy Clerk declared a pecuniary interest in the HR Policies.

To confirm and sign the Minutes of the previous FB&S meeting on 13 November 2020

F159/20: Min: **F146/20: Queen's Hills Drainage:** Should read: *"Anglian Water have approved the AWA S106PDL application for the adoption of the new manhole main sewer connection and the private lateral drain, and final adoption of the connection and the PDL will be subject to inspection and inspection and approval by AWA once the remedial works are complete"*.

F160/20: Min: **F136/20: South Norfolk Council Precept considerations:** Cllr Laidlaw gave an update in his role as District Cllr and minutes should read: *"As planned SNC will likely increase the Band D equivalent by £5.00 pa subject to approval"*.

RESOLVED to approve the minutes as a true record with the above amendments.

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

F161/20: Min: **F137/20: Monthly accounts:** Going forward a RAG Assessment would assist understanding. Deputy Clerk and FB&S Chairman are liaising. **ACTION: Deputy Clerk & Cllr G Jones**

F162/20: Min **F142/20: Future Banking arrangements:** Officers were considering the necessary controls around the return of hall hire deposits and procedures for a new bank account. Following final approval, they would be instigated from April 2021 and would mean the return/refund of hall hire deposits (max £100) were made electronically.

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

F163/20: The Chairman raised a query over the balance sheet. It appeared that a rounding issue with the software meant the figures were slightly out. The Town Clerk will contact the software provider. **ACTION Town Clerk**

RECOMMENDED to full council to approve the November 2020 Accounts

To receive a revised 2020/21 forecast (GJ)

F164/20: The Chairman highlighted some areas of overspend because of operational changes e.g. gate locking & security costs which previously formed part of an external caretaking contract. It was noted that a failed order for some spades had already been refunded in December.

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

F165/20: A query about training costs for Members after their resignation was raised. It was suggested this should be discussed in confidence

F166/20: The Head Groundsman was servicing machinery whilst self-isolating at home.

F167/20: RESOLVED to cancel the meeting previously planned on 22nd December as the Tax Base had not yet been received.

F168/20: RESOLVED to confirm the date of the next ONLINE FB&S Meeting as Tuesday 5th January 2021 at 10:30am via Zoom. The meeting was solely to discuss and recommend the 2021/22 Budget for Full Council approval on Tuesday 12th January 2021 at 7pm

F169/20: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it 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, but the meeting was live streamed to this point.

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

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

F170/20: Min SSC072/20: To consider staff call-out remuneration:

RESOLVED to approve the suggested scheme for call-out remuneration for the Buildings Manager. ACTION: Town Clerk

F171/20: Min: SSC073/20: To consider the suggested amendments to the Clerk's Assistant (Accounts & General) Job Description.

RESOLVED to approve the amended Clerk's Assistants' Job Description. ACTION: Town Clerk

F172/20: The meeting closed at 11:20am

Chair:

Date: