

# Costessey Town Council

## Minutes of the ONLINE Finance, Budgets & Staffing Committee of Costessey Town Council, held via Zoom at 11am on 20 April 2021

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

### **To receive apologies for absence**

**F088/21:** Apologies were accepted from Cllr D Burrill. No apologies were received from Cllr G Blundell

### **To receive declarations of interest**

**F089/21:** Cllr S Hannant declared a pecuniary interest in any item involving Barclays Bank as she is in receipt of a Barclay's pension.

### **To confirm and sign the Minutes of the previous FB&S meeting on 19 March 2021**

**F090/21:** RESOLVED to approve the minutes as a true record with no amendments.

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

**F091/21:** Confidential updates to be discussed below the line

### **To consider the accounts for March 2021 (not final closed Year End) and receive a budget report)**

**F092/21:** As the month had not been closed there were no reconciliations as yet. When the accountants closed the accounts at Year End they would reconcile the month / year end and reallocate / set up the new amounts in the General Reserve and Earmarked Reserves for the following financial year. Therefore the F,B&S Committee should give guidance as to what it would prefer for the EMRs. Part of the expected surplus had been earmarked to fund the deficit in the 2021-22 budget and to prevent a rise in the level of CTC's share of Council Tax in 2020-21.

**F093/21:** The General Reserve was based on a proportion of the budgeted expenditure for the forthcoming year. Additionally it was suggested that:

- a) the Elections EMR be increased to £20,000;
- b) the Recruitment EMR be increased to £5,000;
- c) the New Cemetery EMR be increased to £120,000

**RESOLVED to put £120,000 in the New Cemetery EMR as above. ACTION: Town Clerk**

### **To review the CTC Grants Policy (see amended wording)**

**F094/21:** Further amendments to the wording were suggested.

**RECOMMENDED to full Council that the Policy be adopted with the amendments. ACTION: Town Clerk**

**F095/21:** It was suggested that CTC should delegate powers to the Finance Committee to distribute grants from the "Grants-Permitted Powers" Cost Centre within the budget.

**RECOMMENDED to full Council that, in the new Civic year, the new Finance Committee or equivalent be delegated powers to distribute grants from the "Grants-Permitted Powers" Cost Centre within the budget.**

### **To receive a general update on Finance matters (No resolutions may be passed)**

**F096/21:** The new Business Support Grant had been received from South Norfolk for the halls, Costessey Centre and Breckland Hall / Owen Barnes Room £10,000 each and £8,000 for Queen's Hills Community Centre, but SNC had been informed that publicly- funded bodies were not eligible, so the money would have to be returned.

**F097/21: Hall Hires**: this should be a standing item on the agenda. At present it was difficult to predict hire income. Some groups were beginning to return, but others had decided to wait until September. Some groups would not be returning: the Army Cadets had disbanded due to consistently low numbers. Extra cleaning was required between hires so costs would be greater.

**F098/21: RESOLVED** to confirm the date of the next F,B&S Meeting as Friday 21 May 2021 at 11am.

**F099/21: 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. Live streaming was stopped.

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

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

**F100/21: Min SSC034/21: Minutes Secretary:**

**RESOLVED** that the post Minutes Secretary be advertised under the terms discussed.

**ACTION:** Town Clerk

**F101/21: Min: SSC035/21: Recruitment of a P/T Cleaner:** Clerk and Buildings Manager to draft the advert.

**RESOLVED** that the further details be approved.

**To receive updates on the previous minutes**

**F102/21: Min: F091/21:** The operational details of hall hire refunds were discussed.

**\*To receive information on other confidential staffing issues** (No resolutions may be passed)

**F103/21:** None

**F104/21:** The meeting closed at 11.58am

**Chair:**

**Date:**