



Minutes of the ONLINE Finance, Budgets & Staffing Committee of Costessey Town Council, held zoom on 21 August 2020 at 10:30am

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

To receive apologies for absence

F083/20: Apologies received from Cllrs Blundell & Hannant (prior commitments)

To receive declarations of interest

F084/20: None

To confirm and sign the Minutes of the previous FB&S meeting on 7 August 2020

F085/20: The Town Clerk was at the meeting not the Deputy Clerk. The minutes were amended and agreed as a true record.

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

F086/20: Likely to be a reduced Tax Base in 2022/23. Deputy Clerk to circulate the details on formula/snapshot for the District Council's own precept calculation. Council Tax Support may affect the Tax Base and take time to filter down. **Action: Deputy Clerk**

To consider the accounts for July 2020 and receive a budget report incl payment over £500

F087/20: RECOMMENDATION TO FULL COUNCIL to approve the accounts for July 2020

To receive a revised 2020/21 forecast

F088/20: Query was raised over the cost of Queen's Hills Community Centre electricity. Deputy Clerk advised two other premises had additional charges for gas supply. He would circulate an example bill. **Action: Deputy Clerk**

Income from hall hire had been impacted during Covid. No janitorial/external caretaking costs meant the overall picture was better than it could have been, and re-enforced the decision to recruit internal cleaners. Staff were completing the 'RAG assessment' exercise to ascertain which regular hires/groups were cancelling their hires, but there were other non-Covid reasons being given.

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

F089/20: Town & Parish Councils were now eligible for the SNC Covid grants connected to Business Rate charges for three CTC premises. An application had been made by the Deputy Clerk for the max £27,500. The Taylor Wimpey contribution towards a pavilion at Lodge Farm Phase Two was likely to require a additional funds from CTC. Taylor Wimpey should be invited to the Property & Environment Committee meeting scheduled for Tuesday 26th August 7pm. A timetable was for the project was critical. **Action: Deputy Clerk**

F090/20. To confirm the date of the next ONLINE FB&S Meeting as Friday 18 September at 10.30am

F091/20: 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 receive an update on TUPE transfer of cleaning/caretaking staff

F092/20: The TUPE transfer of one employee from Heritage took effect from Sunday 16th August and he has started work cleaning the halls ready for re-opening. A draft contract was with the HR Adviser. The Town Clerk had also asked the advisor to review the Equality, Grievance and Disciplinary policies.

To receive an update on cheque payments

FE93/20: A failed attempt to alter a cheque was being investigated by Barclays Bank. The Council had a complex mandate which takes time to amend. More signatories would assist. The Council had previously reviewed its banking arrangements following the introduction of charges by Barclays. A loyalty reward was being received and the convenience of a branch at Drayton is a factor if the council still wishes to accept cash and cheques. Some banks now allowed customers to scan and upload a cheque an APP. Three actions were agreed –

1. **Seek additional signatories**
2. **Enquire with some other banks for comparison of services offered**
3. **Enquire into costs for ad hoc cash collection**

F094/20: The meeting closed at 11.21am

Chair:

Date: