

Minutes of meeting: GOVERNANCE & FINANCE COMMITTEE

Date and Time: Monday 21st December 19.00

Venue: Remote video link via zoom Link:

Present: Cllrs: M Stott (Chair), D Martin, P Harris, M Brock, K Roberts, P Rainbow,
S Thompstone, S Perry

Also in attendance: Clerk L Wright, Finance Assistant A Dunn

- | | Action |
|--|---------------|
| 1. Apologies for absence – Cllr L Harris | |
| 2. Questions from members of the Public. (The positioning of this item on the agenda may be varied by resolution of the Council to facilitate involvement by members of the public).
None | |
| 3. To receive any declarations of interest
<i>Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent</i> None | |
| 4. Chairperson’s Announcements
The confidential minutes from the last meeting will be discussed during the meeting. No names will be given. | |
| 5. Approval of Minutes of Previous Meeting – previously circulated
Proposal to Approve the Minutes
Proposed Cllr Roberts Seconded Cllr Martin
Agreed by majority of those present at previous meeting | |

It had been agreed in the Confidential Meeting (26th October) that debts will not be allowed to go further than 2 months old. **Approved**

5.1 Governance & Finance Meeting Monday 26th October 2020 19.00

The skate park repairs were completed today (21st December)

5.2 Matters arising – for information only

5.2.1 Cllrs Blaney and Harris will relook at the COVID grant application already submitted.

The Town Council does not fit the grant criteria so were not able to apply.

5.2.2 Clerk to provide a glossary of terms where required for the financial documents. **Work in Progress**

5.2.3 Cllrs Stott and Harris to work with Clerk to determine to clarify s106 expenditure. **Work in Progress**

LW

LW/PHr/MS

- 5.2.4 Insurance
The insurance premium has been paid but the policy needs to be checked to ensure we are covered correctly. **Clerk/Finance Assistant**
- 5.2.5 Asset Register
Needs updating. **Work in Progress**
- 5.2.6 List of Policies
Cllr Harris/Clerk to complete for next meeting

LW/AD
LW/PHr

6. Finance Matters 20/21

- 6.1 Draft Income & Expenditure Summary/Reserves Position to end November 2020 – previously circulated
Due to the loss of markets and car parks income, the council is projecting a potential deficit of £8,414 but this could go up or down. It is proposed to use funding from general reserves to cover any deficit.
- 6.2 Bills for Payment- previously circulated
The CCTV charge was queried as it was a greater amount than had been approved by the council. **Finance Assistant to check invoice**
The need for the mobile toilet was queried. This was required due to COVID.
Clerk to check whether still a requirement
The invoice for webhosting needs reviewing as it is a high amount.
Clerk/Finance Assistant to review charge
- 6.3 Late Bills for Payment – to be circulated

AD
LW
LW/AD

Proposal to Approve Bills for Payment and Late Bills for Payment
Proposed Cllr Roberts Seconded Cllr Martin
Approved by Majority

7. Further consideration of Budget and Precept for 2021/22

The projected expenditure for 2021/22 is £295,710.
A tax base (0%) precept is £235,739.
The budget working group is proposing a 2.9% increase – precept is £242,567.

Community Infrastructure Levy (CiL)

It was reported that the rules relating to how CiL monies can be used have been relaxed and can be used on the provision, improvement, replacement, operation and maintenance of infrastructure items. These have to be specific planned expenditure items, not just general amounts.

The T&E Committee have proposed certain items from the 21/22 budget that CiL can cover amounting to £23,771.

Reserves

Election Reserve is currently a negative figure. It needs ‘topping up’ every year to cover the election costs.

s106 Reserves were discussed. There has been some maintenance expenditure on Adams Row, Humberstone Road and Dudley Doy that may need transferring from reserves. **Clerk/Finance Assistant to look at possible transfers**

LW/AD

Skate Park Reserve is for 2 parts – repair and improvements.

Flood Mitigation Reserve – £120k.

8. Proposal from CCWG to Appoint an Environmental Auditor

Two tenders were received. The recommendation is to appoint Expirea with a total cost of £1,500 funded from Courthouse Reserves.

Approved by majority

Clerk to inform consultant and check if there is any information they require from us.

Agenda item for January Full Council Meeting

9. To review and agree the Scheme of Delegation – previously circulated

Councillors to review and send comments in writing to the Clerk.

10. Proposal to accept the quote for Car Park Light repairs – previously circulated

Quote approved by majority.

11. Date of next meeting – 11 January 2021

12. Items for Discussion at next meeting

To finalise the Precept recommendation for Full Council

Revision to the Risk Policy

List of Policies

Scheme of Delegation

LW

CLLRs