

Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 16th June 2020 at 7.30pm

Present - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr A Milliner, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher.
Town Clerk T Allen, Finance Officer Z Malone.

PF489 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed everyone to the meeting.

PF490 PUBLIC QUESTIONS

No members of the public were present.

PF491 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

All members of the Committee were present.

PF492 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS

Cllr Duhigg as a member of the LDC CIL Committee.

PF493 TO ADOPT THE MINUTES OF 19th MAY 2020

Item PF486 "Cllr Griffiths noted the need to ensure that allocated CIL monies....." to be changed to read "Cllr Griffiths noted the need to ensure that allocated S.106 monies....."
It was resolved to adopt the minutes, as amended, as a true record.

PF494 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -

1. Finance Officer's report

The Finance Officer's report was received.

2. Bank account summary

Noted and received.

3. Bank Reconciliation statements (for signing)

Noted, received and approved for signing.

4. Income & Expenditure report

The Finance Officer's reports were noted and discussed. The Chairman noted the need for as much clarity as possible in order to ensure that, as far as possible, the impact of Covid-19 measures on the Council's finances is mitigated.

It was noted that the usual methods of monitoring finances were partly negated by the current situation. The Chairman noted that, in these circumstances, there were no real issues to highlight at this stage in the financial year.

The Finance Officer reported on uncashed cheques and the Professional Fees budget.

It was resolved to recommend to Council that the budget of £20K held in Heading '329 Purchase Reserves' is reassigned as 'Covid-19 Recovery Reserves'.

5. Balance Sheet

Noted and received.

6. CIL report

Noted and received.

7. List of payments (for approval)

Noted, received and approved for signing.

8. Lessees/Hirers – COVID-19 rents situation/review – statement of credits/debits.

The loss of income reports were noted and discussed.

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The Finance Officer gave an update on the financial position in regard to renters and lessees. Clerk to speak to Mrs Papanicolaou regarding the current financial position of the Gateway Café.

The Finance Officer's report on the write-off element for the CATS Club rent refund was noted and discussed. The Chairman stated that the refund had already been authorized. The Clerk noted that the additional write-off element was the result of rebalancing this account over several financial years.

PF495 TO REVIEW THE INTERNAL AUDIT ACTION PLAN

It was agreed that the suggested review of financial spending limits is postponed during the current financial situation.

PF496 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS

Cllr Gallagher referred to the notes of the WP meeting held on the 11th June 2020, which had been circulated with the meeting papers.

Cllr Gallagher briefed the meeting on CIL funds available, proposed projects, time limited CIL funds, s.106 funds and the 'Expression of Interest' being prepared for the next round of allocations from LDC CIL monies. A number of the proposed projects were discussed in detail.

It was resolved to revisit the WP's Terms-of-Reference. The Clerk gave a briefing on the status of WP's and the Chairman noted that the WP's Terms-of-Reference are contained in the Committee's meeting minutes, not formally in the Council's Standing Orders.

PF497 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE AND TO AGREE ACTIONS

Cllr Griffiths introduced the minutes of the Sub-Committee's meeting held on the 9th June 2020 and the proposed grant awards for Round 1 2020/21.

It was resolved to recommend the grant awards to Council as proposed by the Sub-Committee.

NOTE: In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press were excluded from the rest of the meeting.

PF498 AGED DEBT ANALYSIS

The Finance Officer's reports were received, noted and discussed.

It was noted that, due to the Covid-19 situation, there was no real positional change, but that the situation will be more actively managed as soon as Council facilities are open again.

PF499 TO DISCUSS MOVING FORWARD IN EMPLOYING A SENIOR PROJECTS OFFICER

The Chairman set out the financial considerations in this matter and the need for reassurance regarding the impact on Council's finances.

The Clerk set out the legal position and gave a briefing on the recruitment process to-date.

These matters, along with the benefits of filling this vacancy immediately, were discussed in detail and it was agreed that the Clerk will proceed as already authorized and make the job offer to the successful candidate straight away.

It was noted that a part of the Project Officer's work will be on the Neighbourhood Development Plan, which is a joint project with Telscombe Town Council (TTC). It was agreed that a financial arrangement would need to be in place to account for the TTC share of this work.

PF500 DATE OF NEXT MEETING – TUESDAY 21st July 2020 at 7.30pm.

There being no further business, the meeting closed at 20:40.