

**DRAFT Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 21<sup>st</sup> July 2020 at 7.30pm**

**Present** - Cllr C Collier (Chair of Committee), Cllr L Duhigg (Vice-Chair of Committee), Cllr C Cheta, Cllr J Harris, Cllr A Milliner, Cllr A Goble, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr L Mills.

Town Clerk T Allen, Parks Officer K Bray.

One member of the public.

**PF501 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF502 PUBLIC QUESTIONS**

A member of the public noted that the Council's 2017/18 accounts showed an earmarked reserve of £16412.69 for the Hub project and asked if this funding is still in place.

Clerk to investigate and provide a written response.

**PF503 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All members were present.

Cllr Mills joined the meeting, but did not vote and did not participate in the confidential part of the meeting.

**PF504 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Duhigg as LDC CIL Board member. Cllr Duhigg did not vote on any CIL related proposals.

Cllr Griffiths as a friend of the Council's cleaning sub-contractor.

**PF505 TO ADOPT THE MINUTES OF 16<sup>th</sup> JUNE 2020**

It was resolved to adopt the minutes as a true record.

[It was resolved to take Item PF508 at this point]

**PF508 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS**

Cllr Gallagher introduced the meeting papers and the following areas were discussed in detail:-

- Methodology for determining the allocation of CIL monies.
- Criteria for the assessment of CIL bids.
- LDC bidding and assessment process.
- CIL bid for the installation of a DDA Compliant Pathway and additional car parking, fencing and barriers from Piddinghoe Avenue entrance to Centenary Park.
- Notes of the CIL WP meeting held on the 14<sup>th</sup> July 2020.
- The Dell CIL bid

After lengthy discussion, it was resolved that a CIL bid should be made to LDC for the installation of a DDA Compliant Pathway, as proposed, with £30K requested from LDC CIL to be matched with £10K from the PTC CIL.

It was resolved that the requirement for additional car parking, fencing and barriers needed further detailed discussion by the Leisure Amenities & Environment (LA&E) Committee, along with a detailed survey and drawings, before proceeding as a separate proposal to the CIL WP.

Cllr Griffith's paper was discussed in detail. After discussion, it was resolved that a CIL bid should be made to LDC for The Dell project, as proposed, with £6K requested from LDC CIL to be matched with £2K from the PTC CIL; if successful, the choice of water fountain to be decided by the LA&E Committee.

[Mr Bray left the meeting].

**PF506 TO REVIEW THE 2020/21 FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

**1. Finance Officer's report**

Received.

**2. Bank account summary**

Received.

**3. Bank Reconciliation statements (for signing)**

Received and resolved to sign.

**4. Income & Expenditure report**

The Chairman led a detailed review of all budget headings income and expenditure performance at one-quarter of the way through the financial year.

Loss of income to-date was discussed in detail and the Sales Ledger outstanding receipts were noted. The Clerk stated that all outstanding amounts were being pursued as appropriate.

It was noted that there were a number of budget headings that are expected to be underspent at the end of the financial year, including salaries, marketing and utilities.

**5. Balance Sheet**

Received.

**6. CIL report**

Received.

**7. List of payments (for approval)**

It was resolved to approve payments amounting to £56,891.96 as scheduled in the meeting papers.

**8. Lessees/Hirers – statement of credits/debits.**

Discussed in detail at Item 4. above.

It was noted that the breakdown of unpaid invoices showed a reduction in the overall amount outstanding compared to May 2020.

Cllr Duhigg praised the Finance Officer for her hard work in keeping the finance matters on-track.

**PF507 TO REVIEW THE INTERNAL AUDIT ACTION PLAN**

The Clerk gave an update on all actions, noting that several had now been completed. Clerk to provide an updated report for the Committee's next meeting.

**PF508 TO RECEIVE A REPORT FROM THE CIL WORKING PARTY AND TO AGREE ACTIONS**

(See above).

**PF509 TO AUTHORISE FUNDING FOR REPAIRS/REPLACEMENTS TO THE COUNCIL'S CCTV EQUIPMENT**

The Chairman related the background to this item.

It was resolved that this funding should be requested in the form of a bid to the CIL WP.

**PF510 TO VIRE BUDGET MONIES FOR GRASS MOWER & GATEWAY CAFÉ REPAIRS**

It was noted that the youth earmarked reserves were ring-fenced for that purpose.

It was resolved that the mower and Gateway Café sink repairs should be paid from the correct budget headings, noting that it is acceptable accounting practice to show an overspend, should this result.

Sink repairs funding should subsequently be requested in the form of a bid to the CIL WP.

*[Cllr Griffiths, Cllr Mills and the member of the public left the meeting].*

***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.***

**PF511 AGED DEBT ANALYSIS**

Received and noted.

Discussed in detail at Item PF506.4. above.

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**PF512 TO DISCUSS & REVIEW COVID-19 IMPACT ON SPECIFIC HIRER/LESSEE ACCOUNTS**

The Clerk's paper was noted and discussed in detail.

It was resolved that a waiver of three-months rental fees should be applied for the hirer/lessee under discussion.

**PF513 TO DISCUSS & REVIEW COUNCIL'S EMPLOYMENT OF SUB-CONTRACTORS**

The Clerk's paper was noted and discussed in detail.

It was resolved that the contract for the Council's sub-contracted cleaner should be renewed for an additional three-month period (August-October 2020)

**PF514 DATE OF NEXT MEETING – TUESDAY 22<sup>nd</sup> September 2020 at 7.30pm.**

*There being no further business, the meeting closed at 21:29.*

DRAFT - Unadopted

