**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on-line (Zoom) on Tuesday 13th April 2021 at 7.30pm**

**Present** - Cllr A Goble (Chair), Cllr J Harris, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr I Sharkey, Cllr C Gallagher, Cllr D Paul.

Town Clerk T Allen, Finance Officer Z Malone, Parks Officer K Bray.

**PF602 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF603 PUBLIC QUESTIONS**

No members of the public were present.

**PF604 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

It was resolved to approve apologies from Cllr C Collier and that he be substituted by Cllr D Paul.

**PF605 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Paul in matters relating to the Gateway Café; as an employee.

**PF606 TO ADOPT THE PUBLIC MINUTES OF 2nd MARCH 2021**

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

**[It was resolved to take Items PF610 & PF611 at this point]**

**PF610 TO AGREE FUNDING FOR THE GATEWAY CAFÉ FORECOURT AREA UPGRADE (FROM LA&E COMMITTEE)**

The Parks Officer’s report was received and discussed.

It was resolved that, if S.106 monies are not available for this use, PTC CIL funds can be used up to a maximum of £3,000.

**PF611 TO AGREE DISPOSAL OF ASSET – SALE OF RANSOMES 933 RIDE-ON MOWER**

The Parks Officer’s report was received and discussed.

It was resolved that this unused asset could be disposed of as proposed for a payment of £200.

*[The Parks Officer left the meeting]*

**PF607 TO REVIEW THE 2020/21FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

1. **Finance Officer’s report**

Received and noted.

The Clerk reported that the March 2021 figures did not represent exactly the final year-end position, as these were subject to adjustments relating to the year-end closedown process.

It was noted that the Internal Audit will be conducted on the 28th April 2021, to be followed by the AGAR submission and external audit.

1. **Bank account summary**

Received and noted.

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

Received and resolved to sign.

1. **Income & Expenditure report**

The Clerk reported on the few significant budget overspends and noted that income was slightly higher than expected, but not at the level forecast.

1. **Balance Sheet**

Received and noted.

1. **CIL & S.106 report**

Received and noted.

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

It was resolved to approve the February 2021 payments amounting to £65,923.14, as scheduled in the meeting papers.

It was noted that there was a general underspend across many budget headings and that an estimated £60K-£80K will move into general reserves, bringing a much needed boost in this area.

1. **Review of external contracts & their ongoing authorisations.**

There were no items for discussion.

**PF608 TO APPROVE THE SLA WITH CTLA**

The circulated draft SLA with CTLA was discussed. It was resolved to adopt this SLA as drafted.

**PF609 TO REVIEW & UPDATE THE COMMITTEE’S INPUT TO THE PTC INTERNAL BUSINESS PLAN**

Noted that, at the Committee’s last meeting, it was resolved to defer further review of this document until after the end-of-year audits, so that any new requirements can be added.

**PF610 TO AGREE FUNDING FOR THE GATEWAY CAFÉ FORECOURT AREA UPGRADE (FROM LA&E COMMITTEE)**

See above.

**PF611 TO AGREE DISPOSAL OF ASSET – SALE OF RANSOMES 933 RIDE-ON MOWER**

See above.

**PF612 TO CONSIDER CLIMATE CHANGE WP PAPER FOR COMMUNITY HOUSE**

Cllr Seabrook’s paper was noted and discussed.

Cllr Seabrook stated that the requirement was for the proposed recommendations to be taken forward by the appropriate Council body, so that they are not lost and the Council can continue with its commitment to such improvements; no formal decisions being required at this stage.

It was resolved, by majority, to note the recommendations for the Community House upgrade and to progress them through the Business Development Committee, and to consider the recommendation for Council to become a centre of excellence for climate change.

It was agreed to add the Climate Change Resolution to the Council web site and create some green pages.

**PF613 TO RECEIVE A REPORT FROM THE GRANTS SUB-COMMITTEE**

* + 1. **To receive the meeting minutes of the 22nd February 2021**

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

* + 1. **To receive the meeting minutes of the 8th March 2021**

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

* + 1. **To note the draft meeting minutes of the 22nd March 2021**

These minutes were noted.

* + 1. **To authorise payment of grants as proposed.**

It was resolved to authorise all of the grants proposed to-date for the Covid Emergency Community Grants Scheme, amounting to £9,385.00, as detailed in the schedule in the meeting papers.

***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.*

**PF614 TO ADOPT THE CONFIDENTIAL MINUTES OF 2nd MARCH 2021**

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

**PF615 AGED DEBT ANALYSIS**

The Finance Officer’s report was noted, received and discussed.

**PF616 TO REVIEW LESSEES/HIRERS STATEMENT OF CREDITS/DEBITS & ONGOING SUPPORT**

The current arrangements were discussed and actions agreed.

*[Cllr Paul took no part in this item].*

**PF617 DATE OF NEXT MEETING – Tuesday 18th May 2021 at 7.30pm**

*There being no further business, the meeting closed at 20:21.*