**Minutes of the meeting of the POLICY AND FINANCE COMMITTEE held on Tuesday 26th October 2021 at 7.30pm in Community House**

**Present** – Cllr C Collier (Chair), Cllr D Paul, Cllr A Milliner, Cllr S Griffiths, Cllr D Seabrook, Cllr C Gallagher.

Town Clerk T Allen.

**PF667 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman welcomed everyone to the meeting.

**PF668 PUBLIC QUESTIONS**

There were no public questions.

**PF669 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies from Cllr I Sharkey, Cllr Cheta and Cllr Goble were approved.

It was resolved that Cllr Paul substitutes for Cllr Goble.

**PF670 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllr Griffiths re. Item E687 as a friend of a contractor under discussion.

Cllr Paul re. Item E686 as an employee of the Gateway Café.

**PF671 TO ADOPT THE PUBLIC MINUTES OF 14th SEPTEMBER 2021**

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

**PF672 TO REVIEW THE 2020/21FINANCIAL POSITION OF THE COUNCIL YEAR TO-DATE: -**

1. **Finance Officer’s report**

Received and noted.

The Finance Officer reported that the income figures had been distorted by a payment of CIL monies from LDC, which will be moved to Earmarked Reserves.

It was noted that facilities bookings were increasing, thus improving the income stream.

1. **Bank account summary**

Received and noted.

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

Received and approved for signing.

1. **Income & Expenditure report**

Received and noted.

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 September 2021 payments amounting to £124,558.98, as scheduled in the meeting papers.

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

There were no matters for review.

1. **Funding report for buildings equipment maintenance works.**

Received and noted.

1. **To authorise a virement request from Remembrance Services budget to a new code for donations.**

The Finance Officer’s report was received and discussed.

It was resolved to move £500 from the remembrance services code and place in a donations code so if this is not spent this financial year, It can be earmarked it to ensure the donated money will be spent for what it was intended for.

**PF673 TO NOTE THE OUTCOME OF THE 2021/22 INTERIM INTERNAL AUDIT & AGREE ANY ACTIONS**

**REQUIRED**

The 2021/22 Interim Internal Audit report was received and approved.

The Clerk noted yet another clear audit and that the two minor actions noted in the report had already been

addressed.

The Finance Officer was thanked for her hard work.

**PF674 TO RECEIVE & APPROVE THE COUNCIL’S FINANCIAL RISK ASSESSMENT**

The Risk Assessment report was received and approved.

Clerk to find out if Council’s with the Power of General Competence can still have access to funding via the Public Works Loans Board.

**PF675 TO RECEIVE REPORTS FROM COMMITTEE CHAIRMEN ON SETTING THE 2022/23 BUDGET**

**REQUIREMENTS**

The ‘Pass 1’ 2022/23 budget projections and influences on the new budget were discussed.

The Chairman asked that plans for future works in all relevant areas of the Council’s operations are reflected in the new budget.

**PF676 TO RECEIVE A PROGRESS REPORT ON THE COUNCIL’S NEW ENERGY PROVIDER**

The Finance Officer’s report was received and discussed.

The Finance Officer reported that the Council’s energy supplies no longer came from British Gas, but from EDF via Crown Commercial Services; final details being arranged.

It was noted that the anticipated cost savings from this new arrangement will be largely offset by increasing energy costs.

The Finance Officer was thanked for her persistence in this matter.

**PF677 TO APPROVE THE USE OF CIL MONIES TO REPAIR THE HEARING LOOPS IN COMMUNITY**

**HOUSE**

The Clerk related the background to this item and introduced the costings received from ESHRC for the repairs required to the existing equipment.

Cllr Griffiths suggested that the money might be better spent on more modern solutions.

Cllr Seabrook questioned the ongoing use of loops, noting that it seems that they are little used these days.

It was resolved that the hirers/users of the Council’s facilities should be canvassed in this respect.

**PF678 TO APPROVE AN INTERNAL & EXTERNAL SURVEY OF COMMUNITY HOUSE**

The Clerk’s report was received and discussed.

The Clerk noted that with Community House now being over 40 years old, a lot of the building’s fabric and equipment was in need of replacement/upgrading.

It was resolved that the Clerk identifies suitable internal and external building surveyors and the associated costs of employing them.

**PF679 TO DISCUSS & AGREE THE USE OF PTC CIL MONIES FOR THE IMPROVEMENTS MADE**

**TO THE MULTI-USE GAMES AREA (MUGA) IN CENBTENARY PARK**

The Finance Officer’s report was received and discussed.

It was noted that these improvements were required due to the increasing numbers using this facility, with no budget set for this purpose.

It was resolved that PTC CIL monies be used for this purpose.

**PF680 TO AGREE ADDITIONAL FUNDING FOR THE NEIGHBOURHOOD DEVELOPMENT PLAN**

**PROJECT IN THE CURRENT FINANCIAL YEAR**

The report from Cllr Gallagher and the Clerk was received and discussed.

Cllr Gallagher related the background to this item and outlined the future progression for the NDP.

It was noted that the use of consultants would be key in the final stages of the delivery of the NDP.

Regarding Recommendation 1 – return of control to the Council - the Clerk stated that there may be legal ramifications as the NDP relates to Telscombe as well and no one Council can have overall control.

It was resolved that the Clerk will look into this matter, take advice and report to Council.

Regarding Recommendations 2 & 3, it was resolved to recommend to Council that an additional amount of £5,100 be allocated to the NDP project for the current financial year, to be a virement from the salaries budget, taking account that no SPO salary is currently being paid.

**PF681 TO AGREE A PROGRAMME & FUNDING FOR MACHINERY REPLACEMENT**

The report from Cllr Seabrook and the Parks Officer was received and discussed.

The Chairman noted that the programme could not necessarily tie the new Council in 2023 but would be a good guide for it.

It was resolved that a capital reserve is built up at £10K p.a. to fund the required machinery and vehicles replacement.

It was resolved that the four highlighted items (hand roller mowers x 2, strimmers x 3, hedge cutters x 2, blowers x 2) be funded from capital receipts. Parks Officer to obtain three quotes for all items.

**PF682 TO AGREE THE REPLACEMENT OF THE FIRLE ROAD PLAY AREA ROUNDABOUT USING PTC**

**CIL MONIES**

The report from the Parks Officer was received and discussed.

It was resolved that PTC CIL monies should be used for this purpose up to an amount of £9,000, and that the Parks Officer would get additional quotes for the LA&E Committee to take this matter forward.

***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.***

**PF683 TO ADOPT THE CONFIDENTIAL MINUTES OF 14th SEPTEMBER 2021**

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

**PF684 AGED DEBT ANALYSIS**

The Chairman noted that the current exposure to risk is at an acceptable level.

**PF685 TO DISCUSS & AGREE ANNUAL RENT/HIRE INCREASES FOR FACILITIES IN 2022/23**

The Finance Officer’s report was received and discussed, with actions agreed.

**PF686 TO NOTE PROGRESS & AGREE ACTIONS RELATING TO THE RENEWAL OF THE GATEWAY**

**CAFÉ LEASE**

The Clerk’s progress report was received and noted.

**PF687 TO REVIEW STATUS OF COUNCIL’S SUB-CONTRACTORS**

It was resolved to take this item at the end of the meeting.

**PF688 CTLA SLA/CONTRACT PRICE REVIEW**

**PF689 LDCA SLA/CONTRACT PRICE REVIEW**

The Clerk’s report was received and discussed and actions agreed.

**PF690 TO DISCUSS & AGREE AN EXPENSES ALLOWANCE FOR THE DEPUTY MAYOR**

The Civic Officer’s report was received and discussed, with actions agreed.

*[Cllr Griffiths left the meeting]*

**PF687 TO REVIEW STATUS OF COUNCIL’S SUB-CONTRACTORS**

The Clerk’s report was received and discussed, with actions agreed.

*[Cllr Griffiths returned to the meeting]*

**PF691 DATE OF NEXT MEETING – Tuesday 7th December 2021 at 7.30pm**

*There being no further business, the meeting closed at 20:58.*