

## SWAFFHAM TOWN COUNCIL

Minutes of the **Finance Full Council** meeting on **Monday 16<sup>th</sup> December 2020** at **6.30pm** held via virtual media link.

Present: Cllr Skinner (in the Chair),  
Cllrs J Anscombe, L Beech, W Bensley, P Darby, C Houghton, S Matthews, I Pilcher, J Skinner,

Town Clerk: R Bishop  
Minute Taker: C Smith

1. **Apologies for Absence**  
Cllr Edwards – attending a family gathering  
Cllr Bell – Work commitments

2. **Declarations of Interest**
  - 2.1. None received.

To adjourn the meeting to allow any members of the public to address the Finance Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)

3. **Urgent Items at the Chairman's Discretion**  
None received.

4. **Minutes of the previous Meeting**
  - 4.1. The minutes of 26<sup>th</sup> October were agreed as an accurate record of the meeting and would be signed by the chairman when next in the office.

5. **Report on outstanding actions agreed at the last meeting**

6. **Finance Report**

- 6.1. **Income and Expenditure and Bank Rec to 31<sup>st</sup> October 2020**  
Cllrs noted the accounts up to the end of month 7. No queries were raised.

**It was agreed to accept the accounts to the end of month 7.**

- 6.2. **Completion of External Audit for 2019-20 from Littlejohn**  
Cllrs noted Littlejohn's comments that the AGAR has not been approved in accordance with the accounts and audit Regulations 2015: Section 2 was approved before Section 1.

A 'Notice of conclusion of Audit' now has to be publicly displayed, with Sections 1, 2 and 3 of the AGAR, and on the Council website.

Copies of the AGAR must be available for purchase by any person on payment of a reasonable sum.

Ensure sections 1,2 & 3 of the published AGAR remain available for public access for a period of not less than 5-years from the date of publication.

- 6.3. **Notification of Precept Leaflet from Breckland**  
The leaflet had been distributed to Cllrs and the precept requirement date of 31<sup>st</sup> January 2021 was noted.

- 6.4. **Draft Budget and Budget report**

A draft budget report had been circulated to Cllrs and each cost centre was scrutinised.

### **100 Unearmarked Capital Reserves**

Income £0

Expenditure £6,165, the carry forward budget figures would be down from 2021 as some money had been allocated for parish partnership funding.

### **101 Earmarked capital Reserve**

Income £86,393 – this included s106 for lights on a development and the repayments of the Museum Loan.

Expenditure £31,390 – this allowed for repayments on a loan to purchase the Barn if the project went ahead.

### **102 Earmarked Revue Reserve**

Expenditure - £0, nothing had been brought forward for next year. Projected costs for this year allowed for GBC due diligence up to £15,000, it was proposed that this be uplifted by a further £15,000 to allow for a feasibility study in this years budget. Any unspent funding would carry over into next year.

**It was agreed to add £15,000 to the projected spending for this year to the GBC due diligence budget.**

### **307 Amenities and Agency**

Income – £5,804 Cllrs discussed the shop rent staying at the same level.

Expenditure - £41,525 – Cllrs discussed the Xmas light budget and noted that some lights would need maintenance or replacement. It was noted and thanks recorded, that Andrew Francis helped out with the loan of a cherry picker, this helped to keep costs down for putting the lights up. It was hoped that a programme could be developed by the Estates Committee to add to, and maintain the lights.

### **201 Market**

Income -£29,600 Market receipts were expected to be down by around 36% for this year due to Covid. It was recommended to have a period of consolidation and leave market rents at current levels.

Expenditure – £32,00 There had been less expenditure this year as we had not promoted the market too widely so that it would not become too busy. A promotion budget was retained for next year, as it was hoped things would improve.

### **203 Events**

Income- £6,858 There had been no events this year due to covid it was hoped to return to a programme next year.

Expenditure – £3,200

### **303 Allotments**

Income - £7,900 There had been an increase in receipts as the sites were almost full.

Expenditure -£2,900. The water rates had exceeded budget, it was thought this could be due to the hot summer and increased activity.

**Cllrs discussed an increase in allotment rents and agreed to include a 5% increase in fees from next October in the Budget.**

### **305 Cemetery and Churchyard**

Income - £21, 210 Following on from previous comparison work an increase of 2.5% was suggested for next year's budget.

Expenditure - £5,830

**Cllrs discussed an increase in cemetery fees and agreed to include a 2.5% increase in the Budget.**

**306 Open Spaces**

Income - £525

Expenditure - £11,435 the costs for taking on open spaces at Swans Nest would be available before the end of January. A model of using contractors for the large areas with the outside team strimming and clearing up was planned.

**103 Town Hall**

Income £0

Expenditure - £24,420 an allowance for a CCTV system was needed as there was not one in place, this was separate from the CCTV funded in the Museum.

**304 Public Toilets**

Income £15

Expenditure £4,513 Cllrs were pleased to see a fall in expenditure, the next project would be to develop the area in the building behind the toilets.

**104 Admin and Misc**

Income £760

Expenditure £355,933 – Cllrs noted that as a public sector organisation the Council was service based and so the greatest expenditure was staff costs. Cllrs discussed the responsibilities of the HR committee to monitor and ensure that the staffing structure enabled the most efficient and effective staffing models. It was reported that comparison work had been undertaken and that this type of review had been done on a regular basis for some years.

It was noted that there would be a rise in 0.5% in employer contribution to the Pension scheme. No rise in salary was expected for the public sector this year.

Cllrs discussed the subscriptions budget and agreed to review NALC membership when this came up for renewal.

Photocopying expenses should be less as we move to less printing. The photocopier contract would also be finished in a year and a better deal would be sought. The Clerk was asked to look at negotiating a decrease this year as we were using far less copies than the contract allowed for.

**302 Outside Equipment and vehicles**

Expenditure £12,379 – Cllrs noted that the smaller truck would need to be replaced in the next couple of years.

**Summary**

Cllrs noted that the Town Clerk would redraft the Budget for the next meeting, taking into account the discussion and further information that would be available in January. It was hoped that there would be no increase to residents and there would be adequate reserves at £250k.

- 7. **Date of the next Finance Committee meeting – Wednesday 27<sup>th</sup> January 2020, 6.30pm**

Meeting closed 8.24pm

Chairman.....

Initials.....