

SWAFFHAM TOWN COUNCIL

Minutes of the **Finance Full Council** meeting on **Wednesday 4 May 2022** at **6.30pm** in the Council Chamber.

Present: Mayor Cllr J Anscombe (in the Chair),
Cllrs L Beech, S Bell, W Bensley, P Darby, C Houghton, S Matthews
(late arrival), K Oliver, J Skinner

Town Clerk: R Bishop
Deputy Clerk: H Carrier

1. **Apologies for Absence**

Cllr Bass – childcare
Cllr Pilcher – illness

Cllr Scott was marked as absent.

2. **Declarations of Interest**

2.1. Cllr Edwards declared a non-pecuniary interest in 6.2(f).

3. **Urgent Items at the Chairman's Discretion**

3.1 **Utility Aid**

The current contracts have expired, and council were presented with some quotes. Cllr Bell had another contact to who could help with quotes who did not work on a commission basis.

Council agreed to give the Town Clerk the delegated authority to get the best prices and agree new contracts.

3.2 **Kissing Gates resurfacing**

All agreed for the work to go ahead at the cost of £1,100 + VAT but asked for the gates to be checked by the Works Manager beforehand to make sure they were straight and in good order.

4. **Minutes of the previous Meeting**

The minutes of 26 January 2022 were agreed as accurate records of the meetings and were signed by the chairman.

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

No issues were identified.

6. **Finance Report**

6.1. (a) **Income and Expenditure to 28 February 2022**

Cllrs noted the accounts up to the end of month 11. Final accounts will be presented to full council for approval at the meeting on 8 June 2022.

(b) **Bank Reconciliation**

The Bank Reconciliation had been circulated prior to the meeting and noted by cllrs.

6.2. (a) **Commencement of Council Truck Review**

Cllrs were asked to consider a short-term recommendation of a respray of the small truck and extending the lease arrangement for the larger truck. After

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discussion it was proposed by Cllr Edwards, seconded by Cllr Bell that the Town Clerk looks into extending the current lease and get a quote for replacing the large truck with an electric option reporting back to the Council at the next meeting.

It was agreed by a majority vote to respray the truck at the estimated cost, with one abstention.

Cllr Matthews arrived

(b) Accounts Software Upgrade

A previous decision to accept Company R on the proviso that the cost is not increased year on year had been received and confirmed that the Company R will not keep the costs over the next three years. Company S have just launched their allotment package meaning they too can offer the three packages of accounts, allotments, and cemeteries.

After a discussion it was proposed by Cllr Edwards and seconded by Cllr Darby to accept the quote from Company S.

It was agreed to accept the quote from Scribe Accounts at a cost of £2110 per annum.

(c & d) Compare Dropbox and Upgrade IT hardware

Two quotes had been received for upgrading the office hardware and IT needs. Councillors considered both quotes and agreed that moving to full M365 with the SharePoint option meant that the Dropbox account would not be needed so did not need to be considered. After a brief discussion it was proposed by Cllr Edwards and seconded by Cllr Bensley to invest in upgrading the office IT hardware and approve the cheaper quote of Option B.

It was agreed by a majority vote to accept the quote from Cloudy IT. The outlay cost of £9,934.20 + VAT for the equipment and a monthly cost of £297.60.

(e) Finalise budget for Queen's Platinum Jubilee Event

The projected figures had been circulated to councillors prior to the meeting. Councillors noted the figures, and the projected income and expenditure are working within the agreed budget.

(f) Tree Report

The trees had been reported to Breckland who have made a site visit to the Churchyard and have sent their recommendations to the Breckland Tree Officer, so we await a report. The Norfolk Arborist had made a site visit and, if councillors agree to the quotation received, would prepare a full report.

It was proposed to Cllr Bell and seconded by Judy Anscombe to accept the quote for the tree report.

(g) PKF Littlejohn External Auditor

Councillors made note that the timetable and instructions for the External Audit has been received. The Town Clerk will present the year end accounts and AGAR to the meeting on 8 June 2022.

(h) Update from Town Clerk on commuted sums received or expected from housing developers.

The Clerk reported that figures are still to be confirmed but Councillors noted the report to date.

7. Review of General Polices

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7.1 Policy Review
Defer to next meeting

7.2 Health & Safety Policy
Defer to next meeting

8. **To agree date of next meeting as Monday 25 July 2022 at 6.30pm**
Cllrs noted the date and time of the next meeting.

9. **ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**
CONFIDENTIAL BUSINESS following the exclusion of the public and press.

9.1 This item was discussed at 6.2 earlier in the meeting.

9.2 To receive and consider confidential correspondence from reference Days Field
Councillors asked for the contract to include “exclude VAT” and CIL is still being referred to in contract so needs updating. It was proposed by Cllr Anscombe, seconded by Cllr Bell that the Town Clerk would go back to the Council solicitor and request that the contract be updated and accept the draft contract received on 29 April via email and withdraw the planning application submitted by Swaffham Town Council.

It was agreed by a majority vote to state “exclude VAT” in the proposed contract and withdraw the planning application submitted for Days Field.

9.3 To receive and consider update reference transfer of land to Breckland Council
Councillors agreed to share draft minutes of the extra-ordinary meeting of 22 April with Breckland District Council.

9.4 To discuss options for management changes relating to Mayor/Chairman
It was proposed by Cllr Darby, seconded by Cllr Edwards to agree in principle, subject to agreement by National Association of Local Councils, the resolution:

“The Town Mayor proposes to delegate the task of Chairing Full Council meetings to the Deputy Mayor for the full 12-month term from 18th May 2022 to the first meeting of the new Council in May 2023, following the local government elections. The Town Mayor will also relinquish the right of a casting vote to the Deputy Mayor when chairing meetings of the Full Council.”

Cllr Anscombe asked for an amendment from “12-month term” to “6-month term”.

Following a lengthy discussion, it was decided not to accept the proposal or the amendment.

Meeting closed at 8.26

Chairman.....

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