

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD IN SUDBURY TOWN HALL
ON TUESDAY 7TH FEBRUARY 2023 AT 6.30PM**

PRESENT: Mr N Bennett – in the Chair

Mrs J Antill
Mrs S Ayres
Mr S Hall
Mrs E Murphy
Mr A Osborne
Mr T Register

Mr C Griffin - Town Clerk
Mrs D Deeks - RFO

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Councillor J Owen.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

3. **DECLARATIONS OF GIFTS & HOSPITALITY**

No gifts or hospitality were declared.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the Finance Committee meeting held on Tuesday 3rd January 2023 be confirmed as an accurate record and signed by the Chairman.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Action Plan was reviewed and noted.

7. TO APPROVE PAYMENT COMMUNITY WARDENS VAN LEASE EXTENSION

The Town Clerk explained that the Council were looking into the purchase of electric vans for the Community Wardens, however no viable options could be identified that would deliver replacement electric vans before the end of the hire contract for the current diesel van on 31st March 2023. Therefore, he recommended that the Council extend the lease on the current vehicles which were still in very good condition. The quotation received was £7,200 excluding VAT which was slightly cheaper than 2021/2022 lease hire agreement and was the most cost effective option available.

RECOMMENDED

That the full council approve expenditure of £7,200 excluding VAT for a one-year extension to the current van leasing contract.

8. FIXED TERM DEPOSIT INVESTMENT PLAN

The Town Clerk explained that with the markets moving so quickly at present interest rates are changing on a daily basis. The RFO had opened a new 1-year fixed rate deposit account at 3.30% with Cambridge and Counties, which had been recommended by another Town Council, and £300,000 would be invested as soon as the funds were available from the 32-day notice account. The remaining £200,000 would be invested in a NatWest 95-day notice account at a rate of 1.5% as agreed previously.

RESOLVED

To open the NatWest account and transferred the £200,000 agreed as soon as possible.

9. APPROVAL OF GRANT AID POLICY 2023/2024

The Town Clerk asked members if they had identified any issues with the current Grant Aid Policy which had been agreed in November 2020. If there were no decision to change the policy, he would update the applications forms to show FY 2023/2024 and publish them.

RESOLVED

That the existing Grant Aid Policy be approved for use in FY 2023-2024.

10. GRANT EXTENSION FOR DOROTHY'S BUMPS AND BABIES

Dorothy's Bumps and Babies had requested a grant for £750.00 in June 2022 for the cost of room hire to hold their sessions, this had been approved by the Finance Committee on the 7th June 2022. Due to miscommunication, no invoices had been submitted by Dorothy's Bumps and Babies so far. Therefore, the group had requested an extension to allow them to draw the £750 agreed to cover their meeting room hire for the period March to June 2023.

RESOLVED

That full grant payment of £750.00 be given to the Dorothy's Bumps and Babies on condition that they provide copies of the room hire invoices up to June 2023 to the RFO as proof of room hire.

11. APPROVE TRANSFER OF CIVIC SERVICE RECEPTION BUDGET INTO EMR366

The Town Clerk advised that, as the Civic Service had had to be postpone from autumn 2022 to April 2023, the new event would fall in the next FY. He recommended that the budget allocated for the reception in this year's budget should be moved into EMR366 to cover the cost of the reception in April 2023.

RESOLVED

That the RFO transfer the £1,400 in AC901_4132 (Civic Service – Catering) in the current budget into EMR366 to cover the expected expenditure in FY 2023/2024 for the Civic Service Reception.

12. REVIEW OF INCOME AND EXPENDITURE REPORTS FOR NOVEMBER 2022

Members reviewed and discussed the income and expenditure reports for the period 1st to 31th December 2022, as shown at minute page 64.

RESOLVED

That the Income and Expenditure reports for December 2022 be noted.

13. UPDATE FROM THE RFO ON FINANCIAL MATTERS INCLUDING INTERNAL CONTROL REPORT

The RFO gave an update on the recent Internal Control Report and advised that Councillor T Regester would be attending the Town Hall to undertake the Councillor's independent checks on Wednesday 15th February.

The Town Clerk proposed that, as this would be the last meeting with the current RFO in attendance, the Committee should go into private and confidential for the remainder of the meeting to discuss the associated HR matters.

RESOLVED

That pursuant to the Local Government Act 1972 s.100A(4), the public be excluded from the meeting for the business specified in item 13 on the grounds that, if the public were present during these items, it was likely that there would be disclosure to them of exempt information as specified in Schedule 12A, ss1-2, that is to say information relating to any individual or information which is likely to reveal the identity of an individual.

NOTED

That recruitment had started to find a replacement for the RFO, who would continue to be the s.151 Officer.

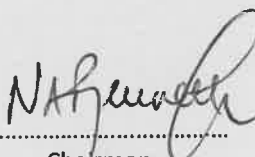
The Town Clerk reported that he had put an invoice for £9,650 excluding VAT for tree works to the Leisure and Environment Committee for their approval when according to Finance

Regulation 5.2 this should have come to the Finance Committee for approval. The Chairman asked member if they were content for this invoice to be paid now.

RESOLVED

That members approved payment of the Eastern Arboriculture invoice for £9,650 excluding VAT for tree works.

The business of the meeting concluded at 7.20pm.


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Chairman

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Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
101	Corporate Management							
	Income	0	734,000	734,000	0			100.0%
	Expenditure	0	0	3,000	3,000		3,000	0.0%
	Net Income over Expenditure	<u>0</u>	<u>734,000</u>	<u>731,000</u>	<u>(3,000)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>734,000</u>					
102	Democratic Represent'n & Mgmt							
	Expenditure	0	52	900	848		848	5.8%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(52)</u>					
103	Grants							
	Expenditure	1,058	28,424	50,000	21,576		21,576	56.8%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(1,058)</u>	<u>(28,424)</u>					
109	Central Services/Admin							
	Income	729	27,909	1,010	(26,899)			2763.3%
	Expenditure	19,125	186,221	251,550	65,329		65,329	74.0%
	Net Income over Expenditure	<u>(18,396)</u>	<u>(158,312)</u>	<u>(250,540)</u>	<u>(92,228)</u>			
	plus Transfer from EMR	0	1,367					
	less Transfer to EMR	0	24,970					
	Movement to/(from) Gen Reserve	<u>(18,396)</u>	<u>(181,915)</u>					
199	Capital & Projects							
	Expenditure	0	0	70,000	70,000		70,000	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
201	Market - Charter Street							
	Income	7,034	62,010	75,000	12,990			82.7%
	Expenditure	3,879	38,927	53,747	14,820		14,820	72.4%
	Net Income over Expenditure	<u>3,156</u>	<u>23,082</u>	<u>21,253</u>	<u>(1,829)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>3,156</u>	<u>23,082</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
204	Street Fairs							
	Income	480	3,655	2,696	(959)			135.6%
	Expenditure	1,037	3,021	4,534	1,513		1,513	66.6%
	Movement to/(from) Gen Reserve	<u>(557)</u>	<u>634</u>					
205	Council Public Events							
	Income	0	6,111	700	(5,411)			873.0%
	Expenditure	896	30,192	34,405	4,213		4,213	87.8%
	Net Income over Expenditure	<u>(896)</u>	<u>(24,081)</u>	<u>(33,705)</u>	<u>(9,624)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(896)</u>	<u>(24,081)</u>					

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Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
206	Town Economy							
	Income	0	13,739	0	(13,739)			0.0%
	Expenditure	7,284	60,281	79,469	19,188		19,188	75.9%
	Net Income over Expenditure	<u>(7,284)</u>	<u>(46,542)</u>	<u>(79,469)</u>	<u>(32,927)</u>			
	plus Transfer from EMR	6	9,582					
	less Transfer to EMR	0	12,137					
	Movement to/(from) Gen Reserve	<u>(7,278)</u>	<u>(49,098)</u>					
211	Town Hall Building							
	Income	366	5,731	8,950	3,219			64.0%
	Expenditure	5,411	63,229	120,259	57,030		57,030	52.6%
	Net Income over Expenditure	<u>(5,045)</u>	<u>(57,498)</u>	<u>(111,309)</u>	<u>(53,811)</u>			
	plus Transfer from EMR	0	7,708					
	Movement to/(from) Gen Reserve	<u>(5,045)</u>	<u>(49,790)</u>					
212	Public Clocks							
	Expenditure	0	0	2,500	2,500		2,500	0.0%
213	Street Wardens							
	Income	0	27,583	26,780	(803)			103.0%
	Expenditure	2,486	21,884	29,548	7,664		7,664	74.1%
	Net Income over Expenditure	<u>(2,486)</u>	<u>5,699</u>	<u>(2,768)</u>	<u>(8,467)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(2,486)</u>	<u>5,699</u>					
221	Allotments							
	Income	60	1,658	1,600	(58)			103.6%
	Expenditure	103	1,660	1,981	321		321	83.8%
	Movement to/(from) Gen Reserve	<u>(43)</u>	<u>(2)</u>					
239	Open Spaces&Closed Churchyards							
	Income	0	69,883	0	(69,883)			0.0%
	Expenditure	3,490	31,573	23,318	(8,255)		(8,255)	135.4%
	Net Income over Expenditure	<u>(3,490)</u>	<u>38,310</u>	<u>(23,318)</u>	<u>(61,628)</u>			
	plus Transfer from EMR	1,622	17,157					
	less Transfer to EMR	0	69,883					
	Movement to/(from) Gen Reserve	<u>(1,868)</u>	<u>(14,416)</u>					
241	Cemetery							
	Income	2,322	41,079	50,400	9,321			81.5%
	Expenditure	5,322	63,248	91,867	28,619		28,619	68.8%
	Net Income over Expenditure	<u>(3,000)</u>	<u>(22,169)</u>	<u>(41,467)</u>	<u>(19,298)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(3,000)</u>	<u>(22,169)</u>					
243	War Memorial, Aelfhun & Gains							
	Expenditure	0	0	500	500		500	0.0%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
250	Information Centre							
	Income	921	7,064	4,875	(2,189)			144.9%
	Expenditure	3,087	28,646	35,891	7,245		7,245	79.8%
	Net Income over Expenditure	<u>(2,165)</u>	<u>(21,582)</u>	<u>(31,016)</u>	<u>(9,434)</u>			
	plus Transfer from EMR	0	552					
	Movement to/(from) Gen Reserve	<u>(2,165)</u>	<u>(21,030)</u>					

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Summary Income & Expenditure by Budget Heading 31/12/2022

Month No: 9

Cost Centre Report

		Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
252	Christmas Lights							
	Income	0	317	300	(17)			105.6%
	Expenditure	4,915	14,675	16,750	2,075		2,075	87.6%
	Net Income over Expenditure	<u>(4,915)</u>	<u>(14,359)</u>	<u>(16,450)</u>	<u>(2,091)</u>			
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(4,915)</u>	<u>(14,359)</u>					
261	Museum							
	Income	0	417	0	(417)			0.0%
	Expenditure	95	2,142	700	(1,442)		(1,442)	306.0%
	Net Income over Expenditure	<u>(95)</u>	<u>(1,725)</u>	<u>(700)</u>	<u>1,025</u>			
	plus Transfer from EMR	0	1,577					
	Movement to/(from) Gen Reserve	<u>(95)</u>	<u>(148)</u>					
301	Street Lighting							
	Expenditure	0	0	4,620	4,620		4,620	0.0%
302	Street Furniture & Equipment							
	Expenditure	134	1,728	1,550	(178)		(178)	111.5%
	plus Transfer from EMR	0	855					
	Movement to/(from) Gen Reserve	<u>(134)</u>	<u>(873)</u>					
311	Highways							
	Income	0	1,808	1,600	(208)			113.0%
	Expenditure	0	360	400	40		40	89.9%
	Movement to/(from) Gen Reserve	<u>0</u>	<u>1,449</u>					
312	Footpaths							
	Expenditure	0	0	1,350	1,350		1,350	0.0%
321	Floral Displays & Bedding Mice							
	Expenditure	2,400	18,648	21,568	2,920		2,920	86.5%
	plus Transfer from EMR	0	0					
	Movement to/(from) Gen Reserve	<u>(2,400)</u>	<u>(18,648)</u>					
341	Community Wardens							
	Income	2,239	26,341	38,143	11,802			69.1%
	Expenditure	12,416	85,171	112,654	27,483		27,483	75.6%
	Net Income over Expenditure	<u>(10,177)</u>	<u>(58,831)</u>	<u>(74,511)</u>	<u>(15,680)</u>			
	plus Transfer from EMR	0	0					
	less Transfer to EMR	0	1,059					
	Movement to/(from) Gen Reserve	<u>(10,177)</u>	<u>(59,890)</u>					
499	Bingo&Raffle							
	Income	290	1,325	2,880	1,555			46.0%
	Expenditure	133	868	2,208	1,340		1,340	39.3%
	Net Income over Expenditure	<u>157</u>	<u>457</u>	<u>672</u>	<u>215</u>			
	less Transfer to EMR	0	0					
	Movement to/(from) Gen Reserve	<u>156</u>	<u>457</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
901	Civic Activities							
	Expenditure	1,655	14,911	27,117	12,206		12,206	55.0%
	plus Transfer from EMR	0	918					
	Movement to/(from) Gen Reserve	<u>(1,655)</u>	<u>(13,993)</u>					
912	Mayors Charity							
	Expenditure	0	849	0	(849)		(849)	0.0%

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Cost Centre Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
plus Transfer from EMR	0	849					
less Transfer to EMR	0	0					
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Grand Totals:- Income	14,441	1,030,630	948,934	(81,696)			108.6%
Expenditure	74,925	696,711	1,042,386	345,675	0	345,675	66.8%
Net Income over Expenditure	<u>(60,484)</u>	<u>333,919</u>	<u>(93,452)</u>	<u>(427,371)</u>			
plus Transfer from EMR	1,628	40,564					
less Transfer to EMR	0	108,049					
Movement to/(from) Gen Reserve	<u>(58,856)</u>	<u>266,434</u>					