

## SWAFFHAM TOWN COUNCIL

Action

Minutes of the **FINANCE Committee** meeting held on **Monday 13<sup>th</sup> January 2020** at **6.00pm** in the Council Chamber, Town Hall, Swaffham.

Present: Cllr I Pilcher (in the Chair),  
Cllrs J Anscombe, S Bell, J Skinner, K Sandle

Town Clerk: R Bishop  
Deputy Town Clerk C Smith

In attendance Cllr C Houghton  
Public 0

### 1. Apologies for Absence

- 1.1. Cllr B Holmes – work commitments
- 1.2. Cllr G Edwards - away

### 2. Declarations of Interest

- 2.1. None received.

### 3. Finance related issues form Non-Member Cllrs

- 3.1. None received, Cllr Houghton was welcomed to the meeting and invited to attend for all items including any that may be discussed under the line.

### 4. Late Items at the Chairman's Discretion

None received.

### 5. Minutes of the previous Meeting

- 5.1. The minutes of the meeting held on Monday 2<sup>nd</sup> December 2019 were signed as an accurate record by the Chairman.

### 6. Report on outstanding actions agreed at the last meeting

There were no outstanding actions to discuss that were not already elsewhere on the agenda.

### 7. Finance Report

- 7.1. Accounts to 31<sup>st</sup> December for Income & expenditure analysis 2019/20.  
There were no queries raised regarding the quarter to 31<sup>st</sup> December. The chairman expressed his gratitude for the updated figures.
- 7.2. Estimate for 2<sup>nd</sup> valuation of GBC as part of due diligence  
The second valuation was not available to consider.
- 7.3. Estimate for surveyor's costs for land adjacent to GBC  
The estimate was not available to consider.
- 7.4. Receipt of Section 106 monies from Breckland Council re: Tesco Milngate development  
All section 106 money had been received £117,623 and £53,608.
- 7.5. Revised critical analysis for the GBC/Days Field project  
This had not been updated for consideration.

Initials.....

**8. Policy Review**

It was proposed that agreeing the policies be deferred and that in future policies be circulated one week before agendas so that Cllrs could make amendments or additions. Amended policies would then be circulated with the agenda and agreed at the meeting. It was thought that this would facilitate a more efficient review of policies.

**It was agreed that agreeing the policies would be deferred. Policies would be circulated one week before agendas amended documents circulated with the agenda would be agreed at the meeting.**

RB  
Cllrs

**9. Budget and Budget report for the financial year 2019/20**

The Chairman reported that the budget had been extensively worked on by the Finance Committee and the Town Clerk. Changes in procedures and practices had brought some administrative efficiencies. It was noted that the Council finance position was stable with 7 months general reserves.

**Relief in Need**

Administration support - for the charity had not been included in the draft budget. It was noted that a meeting would be held next week and trustees would consider the administration support currently being provided by the Town Council.

**Market**

MTI stalls - The contract to put the stalls up and down would be terminated, a meeting with Watton would be held to discuss access to the stalls.

Dads Army Day – it was noted that as VE day was to be held there were reservations that a Dads Army day was too repetitive of the theme. This would be added to the Market, Events and Tourism Agenda.

CS

Xmas Event – the date for the event was queried this could be revisited if 5 Cllrs asked in writing for it to be added to the Market, Events and Tourism Agenda.

Cllrs

Stalls Fees – it was proposed that the stall fee for regular traders increase by 2%. No change for casual fees.

**It was agreed to recommend that licenced stall fees should increase by 2%.**

**Northwell Pool** – this cost centre had been deleted from the accounts.

**Allotments** – in order to encourage the take up of allotments it was agreed to recommend that there would not be an increase in allotment rents.

**It was agreed that there would not be an increase in allotment rents.**

**Cemetery**

Rates – it was clarified that the rates related to the whole of the cemetery and not just the chapel building.

Fees – due to the recent large increase in fees it was agreed not to increase the fees this year.

**It was agreed to recommend not to increase the cemetery fees.**

**Open Spaces**

Two new headings were noted, footpath and hedgerow maintenance. The possibility of taking on some of the maintenance for the benefit of residents would be explored.

**Town Hall** – No changes to make, current rents would remain static.

**Public Toilets**

Rates – it was hoped that the legislation to remove rates on public toilets would go through parliament at some point this year. The Town Clerk reported that if any rates were paid in the year these should be refunded.

**Administration** - it was noted that the greatest proportion of costs were for administration, but this was to be expected as the Councils duty and responsibility was to deliver services. Some areas, such as subscriptions, may be scrutinised to ensure efficiency.

The Town Clerk reported that some expenditure was undertaken with delegated authority and within budget. It was unclear when and on which items Cllrs wanted to be consulted. The Town Clerk asked that Cllrs list the things or codes that they would like to look at.

Cllrs

**It was agreed for Cllrs to list the codes that they would like to scrutinise.**

Cllr Anscombe reported that the development of a planned preventative maintenance schedule would help to inform future budgets.

**Outside Equipment and Vehicles** – It was noted that this would be one of the first areas that would be scrutinised.

**Budget and Precept Recommendation**

It was proposed by Cllr Picher and seconded by Cllr Anscombe that the budget and precept requirement of £419,500 be recommended to full council.

**It was agreed to recommend the budget and precept requirement of £419,500 to Full Council.**

The Mayor thanked all Cllrs, as volunteers, and staff who worked on preparing the budget.

- 10. **Date of the next Full Council Finance meeting - Monday 27<sup>th</sup> April at 6pm..**

Meeting closed 7.04pm

Chairman.....

Initials.....