

SWAFFHAM TOWN COUNCIL

Minutes of the **Finance Full Council** meeting on **Wednesday 25 July 2022** at **6.30pm** in the Council Chamber.

Present: Mayor Cllr S Bell (in the Chair),
Cllrs J Anscombe, L Beech, P Darby, G Edwards, C Houghton, I Pilcher, J Skinner

Town Clerk: R Bishop
Deputy Clerk: H Carrier

1. **Apologies for Absence**

Cllr Bensley – work commitment
Cllr Matthews – other commitment
Cllr Oliver – holiday

Cllr Bass was marked as absent.

2. **Declarations of Interest**

Cllr Anscombe declared a non-pecuniary interest in 6.2(c) and 6.2(d).
Cllr Darby declared a non-pecuniary interest in 6.2(d)
Cllr Pilcher declared a non-pecuniary interest in 6.2(d)

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

Request from Swaffham Heritage to transfer underspend of grant given towards the Carter Gallery at Swaffham Heritage (Museum), be transferred to Carter Events.

All agreed to transfer unspent funds for the Carter Gallery of £8,814.98 to the Carter 22 Events being organised by the Swaffham Cultural Consortium.

4. **Minutes of the previous Meeting**

The minutes of 4 May 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**

None received.

6. **Finance Report**

6.1. (a) **Income and Expenditure**

Cllrs noted the accounts up to the 18 July 2022.

(b) **Bank Reconciliation**

The Bank Reconciliation balanced to 18 July 2022 had been circulated prior to the meeting and noted by councillors. The figures are inflated by the £325,000.00 PWLB Loan, which must be repaid within a two-year period. The first 6-monthly repayment will be due next month.

6.2. (a) **Consider taking the grass cutting from Norfolk County Council**

This proposal has come out of recent discussions with the Highway Engineer, as many Parishes & Towns have taken on cutting of grass verges etc in their own patch from Norfolk County Council, receiving an annual sum from NCC.

Cllrs agreed in principle to take on the responsibility of cutting the grass verges subject to the Town Clerk defining the areas to be cut and confirming an annual sum with NCC to be RPI index linked.

(b) Consideration of our sourcing HR Policy review and support

Cllrs were presented with two quotations for consideration, arising out of discussion in an HR & Governance Committee meeting.

It was agreed to accept the contract of £1,500 per year for the five years with Council HR & Governance Support and cease the current retainer paid for a local HR consultant of £150 per month ASAP (£1,800 per year).

(c) Dementia Care

Cllr Pilcher updated the Council with the struggles that the Merle Boddy Centre are facing and to identify the obligations to dementia care in the Neighbourhood Plan. Cllrs noted the report from Cllr Pilcher.

(d) Report from Relief in Need Charity

Cllrs noted the Trustees Annual Report and Accounts for the year ending 31 March 2022 that had been circulated to Councillors for information.

The Town Clerk still awaits a response to the letter sent to the Charity Commission with a copy of the report and enclosures, agreed by the Town Council at their April 2022 meeting.

7. Review of General Polices

7.1 Draft (A) TC 101 Asset Management & Register

7.2 Draft (M) TC 102 Mourning Protocol

7.3 Draft (C) TC 102 Code of Conduct (in progress + recommendations)

7.4 Draft (F) TC 101-109 Financial Risk Assessments (in progress + recommendations)

Cllrs agreed to adopt the above polices with the recommendations.

8. To agree date of next meeting as Monday 24 October 2022 at 6.30pm

Cllrs noted the date and time of the next meeting.

Meeting closed at 7.45pm

Chairman.....

Initials.....