

SWAFFHAM TOWN COUNCIL

Minutes of the **Finance Full Council** meeting on **Monday 23 January 2023** at **6.30pm** in the Council Chamber.

Present: Mayor Cllr S Bell (in the Chair),

Cllr Anscombe, Cllr Beech, Cllr Cooper, Cllr Darby, Cllr Edwards, Cllr Eves, Cllr Houghton, Cllr Matthews, Cllr Scott, Cllr Skinner

Town Clerk: R Bishop

Deputy Clerk: H Carrier

Member of public: None

1. Apologies received for Absence

Cllr Bensley – illness

Cllr Pilcher – other commitment

2. Declarations of Interest

None received.

Public Open Forum

No public in attendance

3. Urgent Items at the Chairman’s Discretion

None received.

4. Minutes

The minutes 30 November 2022 were agreed as accurate records of the meetings and were signed by the Chairman.

5. Outstanding actions agreed at previous meeting

None identified.

6. Finance Report

6.1. a. Income and Expenditure

Cllrs noted the accounts up to the 18 January 2023.

Cllr Anscombe asked what the payment was for the Queen’s Jubilee event. The Town Clerk informed the meeting that even though the event was cancelled due to bad weather some items that had been booked still needed paying for i.e. the portable toilets. The Deputy Clerk will check the insurance policy for events cancellation.

b. Bank Reconciliation

The Bank Reconciliation balanced to 18 January 2023 had been circulated prior to the meeting and noted by councillors.

6.2 **Councillors .gov.uk email accounts**

Two quotes had been provided,

- a. email addresses, MS 365 basic subscriptions and hardware;
- b. email addresses only

It was unanimously agreed to accept quote b. for email addresses only

6.3. **External Audit**

Councillors had received the report prior to the meeting. The report to be uploaded to the website.

6.4. **Internal Audit Report**

Deferred to next meeting to allow councillors to view the report due to it only being received this morning.

7. **Review of General Policies**

7.1 **Policy (F) 001-009 Financial Risk Assessment**

All agreed to adopt the Policy and update the policy in April in preparation for the incoming Council. The Deputy Clerk will source a model policy and recommend amendments accordingly.

8. **Draft Budget and Budget report 2023-24**

1. **Capital Budget**

It was agreed to defer the debate on the Capital and Revenue budget until an extra-ordinary meeting to be held on Wednesday 8 February and move Full Council to the following week on Wednesday 15 February 2023.

All councillors voted in favour

2. **Finalise Capital Budget 2023-24**

The Clerk is to check the Chapel rates and see if these can be reduced.

The increase is just 5% to the Council Taxpayer as the council tax base has been increased to 2,921 from 2,781.90 in 2022-23, this raises an extra £23,000 out of the £46,000 increase – so the net increase to the Council Tax payer = £23,000 which is 5% of £448,500.

After a discussion it was agreed to increase the Precept by 5% (£46,000) to £494,500.

The motion passed with council members Anscombe, Beech, Bell, Cooper, Edwards, Eves, Houghton, Matthews, Scott, Skinner voting in favor, with council member Darby voting against

9. **To agree date of next meeting as Wednesday 25 April 2023 at 6.30pm**

Councillors noted the date and time of the next meeting.

10. **ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

Confidential Information relating the progress on Swimming Pool utility supply and set up costs, including costs of asbestos report (for information only)

Meeting closed at 7.35pm

Chairman.....