

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD AT 8.00PM ON MONDAY 1ST FEBRUARY 2021 VIA MS TEAMS.

PRESENT

Chairman: Cllr M Beanland

Cllrs: L A Clarke, S Lees, P Oakes, L Podmore and M Sewart

Officers in attendance: Haf Barlow (Town Clerk), Kate McDowell (Deputy Clerk) and T Juss (Minute Taker)

51. Anyone attending or present at the Committee meeting declares that they are making, or intend to make, an audio recording and/or film the meeting

The shorthand assistant confirmed that the meeting is recorded for the purposes of minute taking and the recording is deleted when draft minutes are agreed.

There were no other declarations of a recording of the meeting.

52. Questions from members of the public

There were no members of the public in attendance.

53. Apologies for absence

Cllrs D Belcher, Mrs J Saunders, T Swatridge and Mrs N Wylie

54. Declarations of disclosable pecuniary or other interests

There were no declarations of disclosable pecuniary or other interests.

55. Approve as an accurate record the minutes of the previous meeting of the Finance and General Purposes Committee meeting held on 19th January 2021

RESOLVED: That the minutes of 19th January 2021 are as an accurate record approved (NC)

56. Note the action log for 2020/21

Members reviewed the action log and the Clerk provided a verbal update. The following point was noted:

The purchase and installation of 3 fire doors for the Civic Hall has not been progressed because the contractor made changes which deviated from the original terms, delivery and costs of the agreement. Another three quotes will be obtained for the works and it is expected that a decision will be agreed by a SO51 process.

RESOLVED: That the action log for 2021/21 was noted (NC)

57. Receive and consider the Income and Expenditure Report for Q1 to Q3 for 2020- 2021.

Members reviewed the Income and Expenditure Report for Q1 to Q3 for 2020- 2021. The following points were clarified by the Clerk:

- 1076: this should be 100% it will be rectified by the accountant at the end of year.
- 4021: this appears over budget by £1,000 but this includes the purchase of additional phone lines due to Covid-19. It is likely that this will be capitalised by the accountant and this will be attributed to the Rolling Capital Fund.
- 4033: this appears over budget but includes the deposit for the new Town Council website.
- 4014 and 4015: these figures look low, but both the gas and electricity bills tend to lag by a few months; it is expected that both of these items will be at budget by the end of the year.
- 1079: the play area upkeep appears over budget but the donation towards the Brecon fencing costs will offset the expenditure.
- 4038: this is over budget due to the cost of the repairing the fingerpost.

RESOLVED: That the Income and Expenditure Report for Q1 to Q3 for 2020- 2021 is received (NC)

58. Note the precept request and acknowledgement from Cheshire East.

RESOLVED: That the precept request and acknowledgement from Cheshire East was noted (NC)

59. Receive a report from the Deputy Clerk on debtors and to agree the recommendations.

Members received a report from the Deputy Clerk on debtors. The Deputy Clerk spoke on the report and the recommendations.

RESOLVED: That a report from the Deputy Clerk on debtors was received. It was agreed that:

1) Chasing outstanding debts remain in house, persistent debtors are referred to this committee for individual consideration. A debt collector is no longer used as a matter of routine.

2) The committee agree that the following debts are written off:

a. PR £412.25 dating back to September 2018.

b. KB £123.97 dating back to March 2018.

- c. £75.00 ESL £75.00 which was as a result of a clerical error
- d. RY £74.99 dating back to May 2019

3) The current debts with the debt collector would be reviewed in 6 months (NC)

60. Receive and consider a report from the Clerk on fees and charges and to agree the recommendations.

Members received and considered the report from the Clerk on fees and charges. The Clerk outlined the report and the recommendations.

RESOLVED: That the report from the Clerk on fees and charges was received. That the following recommendations as stated in the report were approved:

- That hire charges and cost of items for hire and sale should remain the same for 2021-2022.
- That a staff discount of 10% off the loyalty rate is implemented for room hire rates.
- That the allotment costs remain the same for allotment year 2022.

(NC)

61. Note the receipt of grant monies from Cheshire East.

The Clerk informed members that the Town Council have received £14,500 of grant monies from Cheshire East Council for the closure of the building loss of income however, the Town Council have refused £9,357 in grants because the NHS are using the building.

RESOLVED: That the receipt of grant monies from Cheshire East was noted (NC)

62. Receive a report from the Clerk on making an application against the Town Council's Business Continuity Insurance policy.

The Clerk provided a verbal report on making an application against the Town Council's Business Continuity Insurance policy and explained that previously, following test cases, the findings were found to be in favour of Zurich Insurance and claims for Business Interruption were not covered. However, some Town Councils have resubmitted claims to Zurich Insurance despite Zurich Insurance maintaining that they do not need to pay out against the policy.

RESOLVED: That the report from the Clerk on making an application against the Town Council's Business Continuity Insurance policy was received. That the Town Council resubmit a claim to Zurich Insurance against the Town Council's Business Continuity Insurance policy was agreed (NC)

63. Note the bank reconciliation for November & December 2020 as verified by the Chairman.

RESOLVED: That the bank reconciliation for November & December 2020 as verified by the Chairman was noted (NC)

64. Receive and approve the payment schedules for November & December 2020.

RESOLVED: That the payment schedules for November 2020 for £38,994.81 and December 2020 for £199,192.76 and £150,000 were received and approved. (NC)

65. Approve the Town Council media release in relation to the precept

Members reviewed the Town Council media release in relation to the precept. The following amendments were agreed:

- To note that the Civic Hall is currently being used as a vaccination centre.
- To add mention of funding the Christmas tree and lights.
- To note the voluntary organisations supported by the Town Council.

RESOLVED: That the Town Council media release in relation to the precept, subject to the agreed amendments, was approved (NC)

66. Any communication messages arising from this meeting

RESOLVED: That Town Council media release in relation to the precept was the communication message arising from this meeting was agreed (NC)

Meeting end time: 8.40pm

Chair.....

Dated.....