

**Minutes of the Finance Governance and Asset Committee meeting held on Monday 26<sup>th</sup> September 2022 at 19:00**

**Present:** Cllrs: Widdowson (Chair), Burgess, Harvey, Kupczyk, Nixon, and Zamek

**Also present:** RFO

**1. Welcome and register of those in attendance.**

Chair welcomed all to the meeting.

**2. Apologies for absence**

It was proposed by Cllr Nixon and seconded by Cllr Harvey that valid reasons for absence were accepted from Cllr Calverley. This was voted as all in favour. **RESOLVED**

**3. Declaration of members' interests**

No Cllrs declared any interests for items on the agenda.

**4. Public Question Time**

No questions had been raised before the meeting and none were raised at the meeting.

**5. Minutes of Previous Meeting**

- 5.1. Cllr Burgess proposed that the minutes of the meeting held on the Monday 11<sup>th</sup> July 2022 were a true record, this was seconded by Cllr Harvey and agreed by all. **RESOLVED**
- 5.2. Committee was provided with an update of the outstanding resolutions:
- 5.3. Utilisation and Profitability Review – This will now be completed by the RFO due to the impending budget review process. **COMPLETED**
- 5.3.1. Insurance – Review undertaken with some items removed (item 8). **COMPLETED**
- 5.3.2. Contracts – Due to time restraints and budget requirements, the Project Support Officer is completing this work along with the Asset Maintenance schedule. **COMPLETED**
- 5.3.3. S106 – This will be presented at the October full council meeting. **COMPLETED**

**6. Budget Review**

- 6.1. It was proposed by Cllr Nixon that the suggested timeline for the 23-24 budget be agreed. This was seconded by Cllr Widdowson and voted as all in favour. **RESOLVED**

Task	Responsible by	To be completed by
Analyse Energy	Synergy	30 <sup>th</sup> October
Personnel Budget		30 <sup>th</sup> October
Business as usual	RFO	14 <sup>th</sup> November
Asset Maintenance	Project Support	14 <sup>th</sup> November
Community Services Committee Budget		14 <sup>th</sup> November
Finance Governance Asset review of asset maintenance, EMR, profitability, medium term forecast, rolling fund		14 <sup>th</sup> November
Receive all financial information	All Committees	By 1 <sup>st</sup> December
Collate all Financial budget and reserves information		By 7 <sup>th</sup> December
Council to review budget information		By 14 <sup>th</sup> December
FGA to review any outcome of budget meeting		9 <sup>th</sup> January
Council to confirm budget and precept		25 <sup>th</sup> January

- 6.2. Cllr Widdowson asked members of FGA Committee to consider the Rolling Fund requirements for 23-24 to form a discussion at the next meeting.

6.3. Consideration is also required regarding the utility bills. Fixed contracts have been secured for all assets apart from CCC.

Cllr Nixon asked that the RFO investigate the what the government support is for utilities, what the government plan is after 6 months and what business support would a local authority get. **ACTION**

### 7. Energy Efficiency Review

7.1. Cllr Nixon proposed FGA Committee accept the proposal from Synergy to undertake a review of all GLPC properties to identify ways to reduce energy consumption. This is an unbudgeted item and monies will be taken from General reserves with a maximum cost of £2,290. This was seconded by Cllr Burgess and voted as all in favour. **RESOLVED**

### 8. Insurance

8.1. The RFO confirmed that dog bins, Cllr laptops and metal furniture had been removed from the revised insurance policy. Cllr laptops are covered under the specified risk category and Cllr Nixon agreed that the cover for office contents was sufficient.

Cllr Widdowson proposed that the insurance renewal figure of £7,675.57 be accepted. This was seconded by Cllr Burgess and voted as all in favour. **RESOLVED**

8.2. FGA were asked to note that the insurance LTA is in the final year therefore the next review must be completed by 31<sup>st</sup> July 2023 to ensure the best quote. **NOTED**

### 9. Booking Deposits

9.1. It was proposed by Cllr Widdowson and seconded by Cllr Zamek that if booking conditions are not met, the whole customer deposit will not be returned. This was voted as all in favour. **RESOLVED**  
Cllr Widdowson proposed that the £200 deposit charged for parties continue. This was seconded by Cllr Kupczyk and voted as all in favour. **RESOLVED**

Cllrs Nixon and Harvey to form a working group to investigate a framework of charges for deposits. **ACTION**

### 10. Equals Card

10.1. Cllr Widdowson proposed that delegated responsibility is given to the RFO to adjust the level of the top up on the Equals card for the rangers between £250 and £450 as operationally required. This was seconded by Cllr Burgess and voted as all in favour. **RESOLVED**

### 11. Funds Received from Peartree Pond Association

11.1. FGA Committee were asked to note that £3,585.98 was received from the dissolution of the Peartree Pond Association. This has been transferred to Earmarked Reserves to go against future pond costs as and when required. **NOTED**

### 12. External Audit

12.1. The report from the External Auditor has been received with no comments and the relevant documents will be published by 30<sup>th</sup> September. **INFORMATION ONLY**

It was confirmed that the next Finance Governance and Asset meeting would be held on Monday 14<sup>th</sup> November 2022.

The meeting was closed at 20.43

Chair \_\_\_\_\_

Date \_\_\_\_\_