

## Minutes of the Finance Governance and Asset Committee meeting held on Monday 14<sup>th</sup> November 2022 at 19:00

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

**Also present:** RFO, Parish Manager and two residents.

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| <p><b>1. Welcome and register of those in attendance.</b></p> <p>Chair welcomed all to the meeting and noted that the Estates Officer would attend future meetings when required.</p>   |
| <p><b>2. Apologies for absence</b></p> <p>Cllr El Zamek proposed acceptance of the valid apology provided by Cllr Kupczyk. This was seconded by Cllr Burgess and agreed by all.</p>   |
| <p><b>3. Declaration of members' interests</b></p> <p>No Cllrs declared any interests for items on the agenda.</p>  |
| <p><b>4. Public Question Time</b></p> <p>No questions had been raised before or during the meeting.</p>   |
| <p><b>5. Minutes of Previous Meeting</b></p> <p>5.1. Cllr Harvey proposed that the minutes of the meeting held on the Monday 26<sup>th</sup> September 2022 were a true record, this was seconded by Cllr Burgess and voted as 4 in favour, 0 against and 1 abstention. <b>RESOLVED</b></p> <p>5.2. Outstanding resolutions.</p> <p>5.2.1. Budget Review – Utility support. This is being investigated by the Estates Officer who will report back to FGA. <b>ONGOING ACTIONS</b></p> <p>5.2.2. Booking Deposits – resolved below.</p>  |
| <p><b>6. Booking Deposits</b></p> <p>6.1. It was proposed by Cllr Nixon and seconded by Cllr Harvey that the amendments to the supporting report regarding charging of deposits, as recommend by the RFO and noted as option 2, should be agreed.</p> <p>6.1.1. Indoor events of low to medium risk held for between 1 and 2 hours will incur a deposit of £50</p> <p>6.1.2. Indoor events between 2 to 4 hours will incur a deposit of £200</p> <p>6.1.3. Indoor events between 4 to 6 hours will incur a deposit of £250</p> <p>6.1.4. Indoor events over 6 hours will incur a deposit of £350</p> <p>6.1.5. Outdoor events will incur a deposit of £200</p> <p>6.1.6. Events using outdoor and indoor facilities will incur a £500 deposit</p> <p>6.1.7. Where events are of an exceptional nature the RFO will agree a deposit level with the booking clerk which reflects the published deposit levels and the incurred risk.</p> <p>This was agreed by all. <b>RESOLVED</b></p> |
| <p><b>7. Half Year Report</b></p> <p>7.1. The RFO presented the reports outlining the Half Year performance and the variance against budget.</p> <p>It was suggested by the Chair that Cllr Burgess contact the Estates Officer to discuss the proposal for the improvement to the heat pump system. <b>ACTION</b></p> <p>Cllr Burgess proposed acceptance of the reports as presented. This was seconded by Cllr Nixon and agreed by all. <b>RESOLVED</b></p>  |

## 8. Committed End of Year

8.1. The Chair noted that the committed report represents the forecast of the end of year position. At this time, he noted that there was a 1% underspend against the expenditure budget and the income was higher than expected.

It was noted that vacant positions had not yet been included in the committed end of year figures. The Chair thanked the RFO for all the work put into the reports and information provided for the Committee.

Cllr Widdowson proposed that the reports be accepted. This was seconded by Cllr Burgess and agreed by all.

**RESOLVED**

## 9. Asset Maintenance Schedule

9.1. The schedule was noted as being 90% complete and was used in the budget and will be updated over the next few weeks. **ACTION**

## 10. Reserves

10.1. The RFO noted that the report should refer to the starting amount as of 1<sup>st</sup> April 2022 £341,752. EMR reserves were noted in the report. **NOTED**

## 11. Budget

11.1. The Chair suggested that the profitability report should be referred to as the Viability report as there was no intent to make profit but rather reduce subsidies.

11.2. The Committee reviewed the viability report and the recommendations as made were discussed and voted on. The details are held within the report and summaries below

11.2.1. Allotments Cllr El Zamek proposed acceptance, this was seconded by Cllr Burgess and agreed by all. **RESOLVED**

11.2.2. Tennis Courts Cllr Nixon proposed acceptance, this was seconded by Cllr Harvey and agreed by all that the RFO would review the increase to service expenditure, report to Council and notify the Tennis Club as per the lease agreement. **RESOLVED**

11.2.3. Marsh Drive sports football Cllr Nixon proposed, and Cllr Burgess seconded that the sports charges should be increased by 10%, training would be offered to clubs for a discounted amount and that storage solutions would be discussed via Personnel Committee as a wider project. This was agreed by all. **RESOLVED**

11.2.4. Marsh Drive sports cricket Cllr Nixon proposed, and Cllr Burgess seconded that the sports charges should be increased by 10%. This was agreed by all. **RESOLVED**

11.2.5. High Street Cllr Widdowson proposed, and Cllr Burgess seconded that a small working group, including Cllr Harvey and the Parish Manager would discuss the local cricket club's interest of creating a home ground here. Separately an increase of 10% to fees was agreed and utilisation should be improved where possible. This was agreed by all. **RESOLVED**

11.2.6. Giffard Park Community It was proposed by Cllr Widdowson and seconded by Cllr Burgess that the viability of this asset be reviewed in time with the lease agreement and break clause. This was agreed by all. **RESOLVED**

11.2.7. Meeting Hall Costs

It was proposed by Cllr Harvey and seconded by Cllr Burgess that.

- Advertising for all facilities should be improved and a project with the Communication Officer should be initiated
- All fees should be increased by 10%

This was agreed by all.

**RESOLVED**

11.3. FGA Committee members did not have specific questions in relation to the elements that made up the FGA budget. After some discussion it was agreed that the expenditure items should be

increased by 10% to reflect the possible inflation levels. This was proposed by Cllr Nixon, seconded by Cllr Burgess, and agreed by all.

**RESOLVED**

### 12. Rolling Fund

There was no decision made about the rolling fund, but the Chair wished it noted that Council should consider some long-term projects that may impact on the council over the next 5 years:

- Storage
- Rectify Annex building
- Storage for Rangers and Equipment
- Storage of users in CCC and MD

**NOTED**

### 13. Salary Increase 22/23

13.1. The Chair proposed that the committee acknowledge and accept that the NJC pay scale award for 22/23 which forms part of the staff employment terms and conditions has been agreed and will be applied to the staff payments. There is an increase of 10% for the lower scales up to 4% for higher pay scales. It is noted this is above the budget increase that was applied of 4%.

This was seconded by Cllr Harvey and agreed by all.

**RESOLVED**

### 14. Internal Audit

It was noted that the internal auditor will be Tuesday 30<sup>th</sup> November.

**NOTED**

**It was confirmed that the next Finance Governance and Asset meeting would be held on Monday 9<sup>th</sup> January 2023.**

**The meeting was closed at 21:00**

Chair \_\_\_\_\_

Date \_\_\_\_\_