

**Minutes from the Finance Committee Meeting held on
14th March 2024 at Wayland Hall**

Present: Kathryn Stallard, Peter Bishop, Don Saunders and Tina Kiddell

Officers Present: Michelle Thompson

1. Apologies received from:
Stan Hebborn and Sue Hebborn
2. No Declarations of Interest made.
3. Minutes from the previous meeting
 - (i) The minutes of the Finance Committee meeting held on 22.02.24 were signed by the Chairman as a correct record of the meeting.
 - (ii) Update from the previous meeting:
 - **A recommendation will be made to Full Council** that the Office Support Clerk is offered extra hours to help cover staff absence.
 - The D-Day Lantern of Piece has been ordered.
 - The Deputy Clerk was asked to check if the expenditure for the supply and fitting of the gates at the Lovell Gardens Play area will be drawn from the income of the S106 monies and the Town Councils contribution or the Maintenance budget heading.
 - The Memorandum of Understanding between the Town Council and The Charlotte Harvey Trust was agreed by Full Council and is now to be presented to The Charlotte Harvey Trustees for consideration on March 26th.
 - (iii) No items raised by Full Council not already on the agenda.

4. Bank Reconciliation

The Bank Reconciliation was not received due to staff sickness and was referred to the next Finance meeting.

A recommendation will be made to Full Council that in the absence of the Clerk, if the Deputy Clerk needs Professional Support in completing the end of year accounts process, then this can be covered from the Administration budget.

- (i) To update on provision of IT hardware for staff

An initial budget of £3,000 was agreed for the provision of IT and Communications hardware for staff.

A Quote of £3294.00 has been received for two additional Surface Pros to replace those currently used by the Clerk and Deputy Clerk. The old Surface Pros can then be re-set to be used by the two Town Operatives.

It was noted that the quote is over the initial budget and **a recommendation will be made to full council** to approve of the added cost of £294.00 for servicing and support from the councils existing IT company in respect of the new equipment.

It was noted that the two new members of staff need a mobile phone and both the Town Operative and the Community Support Officer are in need of replacement.

The Deputy Clerk has been tasked with approaching EE for a cost of 4 new mobile phones and to report back to the Finance Committee Chairman with the findings.

(ii) To consider quote received for electrical work at Wayland Hall

Due to Health and Safety issues raised around trailing wires and electrics in the Council offices, the Council's preferred electrical contractor was contacted for a quote.

A quote of £970.21 has been received and agreed.

(iii) To consider purchase of PA system

A decision on the PA system was deferred and the Deputy Clerk was asked to find out more information on the cost of hiring.

(iv) To consider purchase of Town Council logo plaques

As the end of the High Street project, quotes were requested for Town Council logo plaques which will be sited on all the planters in the high street.

A local company submitted a quote of £920.00 excl VAT for 30 plaques, the quote was accepted.

(v) To consider purchase of Heritage Board for Lovell Gardens Play Area

It was agreed to purchase 3 A1 size heritage boards at the cost of £55.00 each, of which 1 will be sited at the Lovell Gardens Play area. Location of sign to be decided at a site visit with two councillors and the Town Operative.

Councillor Bridges had requested more matting for the Lovell Gardens Play area. A quote was received for £458.15. After determining there is £1,099.97 left in the Lovell Gardens pot, the quote was agreed.

Refreshments will be required and potentially a graffiti artist at the grand opening of the new Lovell Gardens Play Area on April 2nd. The Events and Marketing Officer was tasked with asking Lidl and Tesco for any donations of refreshments and to contact a local graffiti artist. Monies for both can be drawn from the Contingency and other events budget heading.

It was felt no litter signs were needed at the Lovell Gardens Play area, The lead for youth provision Councillor Bridges had suggested asking the schools to put together a design and the Mayor chose the winner for the sign to then be printed and erected at the play area. This idea was agreed in principle, The Events & Marketing Officer was asked to liaise with Councillor Bridges and the Deputy Clerk was tasked with costs of the signage.

5. Clarify events budgets

2024/25 set budgets

Fireworks £12000

Festive Market £4500

Christmas Lights £12000

Commemorative £5000 to include £55.00 for the D-Day lantern

Contingency & Other Events £11000 to include budget of £6,500 for the 2024 bike event.

The Deputy Clerk was asked to try and contact the Carnival regarding a date for this year's event. It was noted that the Town Council may be interested in taking the carnival on but instead hold a Summer Fete.

6. Internal Auditor Recommendations

The recommendations were previously presented to the Town Council and will continue to be reviewed and implemented.

7. Review of four year forecast

(i) Town Council van

The Events and Marketing Officer has been asked to investigate all the options for one small and one large van.

A recommendation will be made to Full Council that prior to purchase of a new van/vans, a short term hire of a van is sought for temporary use by the new Town Operative.

The Commercial Van insurance is to be check, to see if the policy would cover keeping the vans at a personal premisses.

8. Date of the next meeting of the Finance Committee:

April 11th at 1pm

Recommendations to be made to Full Council

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2. **A recommendation will be made to Full Council** that in the absence of the Clerk, if the Deputy Clerk needs Professional Support in completing the end of year accounts process, then this can be covered from the Administration budget.
3. **A recommendation will be made to Full Council** that prior to purchase of a new van/vans, a short term hire of a van is sought for temporary use by the new Town Operative.