

FINANCE AND STAFFING COMMITTEE

Minutes of a **Meeting** of the **Finance and Staffing Committee** held on **Monday 12th December 2022** at Newent Town Council, Annexe Building, Rear of Newent Community Centre, Ross Road, Newent at 6.58pm

Present: Councillors Mrs S Marcovecchio (Vice-Chairman), Mrs C Howley, Mrs R Wadley and Mr R Beard

Also present – The Clerk and 1 member of the public

Public Participation Session

Speaker 1

There were no public speakers.

1. To note apologies for absence.

Apologies were accepted from Councillor Mrs K Draper.

2. Declarations of Interest on items on the agenda.

There were no declarations of interest.

3. To approve the Minutes of the Extraordinary Finance & Staffing Committee meeting held on Tuesday 27th September 2022

The Minutes were approved by a unanimous decision and were duly signed by the Vice-Chairman.

4. Clerks Report

4.1 To note the Clerk's Report

The Clerk's report was noted.

5. Direct Debit list

5.1 To note the Direct Debit list

The Direct Debit list was noted.

6. Quarterly Audit Report

6.1 To note the quarterly internal audit report undertaken by Councillors Mrs G Moseley and Mrs R Wadley on 19.10.22

To note the quarterly internal audit report undertaken by Councillors Mrs G Moseley and Mrs R Wadley on 19.10.22 were noted.

7. Bank Reconciliation of 30.09.22

7.1 To note Bank Reconciliation for 30.09.22

The Bank Reconciliation for 30.09.22 were noted

Current Account:	£11,505.05
Deposit Account:	£317,797.66
Total	£329,302.71

7.2 To note Cashbook for 30.09.22

The Cashbook for 30.09.22 were noted.

7.3 To note Earmarked Reserves 30.09.22

The Earmarked Reserve for 30.09.22 were noted.

Closing Balance **£129,171.32**

8. Bank Reconciliation of 31.10.22

8.1 To note Bank Reconciliation for 31.10.22

The Bank Reconciliation for 31.10.22 were noted

Current Account:	£20,475.65
Deposit Account:	£262,813.96
Total	£283,289.61

8.2 To note Cashbook for 31.10.22

The Cashbook for 31.10.22 were noted.

8.3 To note Earmarked Reserves 31.10.22

The Earmarked Reserve for 31.10.22 were noted.

Closing Balance **£129,150.95**

9. Bank Reconciliation of 30.11.22

9.1 To note Bank Reconciliation for 30.11.22

The Bank Reconciliation for 30.11.22 were noted

Current Account:	£19,885.47
Deposit Account:	£ 244,485.53
Total	£ 264,371.00

9.2 To note Cashbook for 30.11.22

The Cashbook for 30.11.22 were noted

9.3 To note Earmarked Reserves **30.11.22**

The Earmarked Reserves for 30.11.22 were noted.

The Earmarked Reserve for 30.11.22 were noted.

Closing Balance **£134,629.19**

9.4 To note Income & Expenditure Report **30.11.22**

The Income & Expenditure Report for 30.11.22 were noted.

10. **Financial Regulations Draft for January 2023 Council Meeting**

5.1 To review and approve the Financial Regulations.

The committee by unanimous decision approved the Financial Regulations for 2023, to be submitted to Full Council for agreement.

11. **Precept**

To review and consider the draft Precept budget calculations for 2023/2024 and propose recommendations to Full Council

A discussion occurred regarding the draft precept.

The committee identified several inclusions into the draft budget:-

- Budget line 4200/200: Increasing a member of the Estate Team's time to full-time, as opposed to four days per week.
- Budget line 4640/230: Cemetery Lodge: costs of various stages including surveyors and other professional fees, need to be included now that change of use to residential has been approved.
- Budget line 4665/300: CCTV Maintenance to be changed to CCTV Housing to demonstrate that the cctv is housed at the library.

The Head of the Forest of Dean Library Services is to be contacted to ascertain the costs of renting the room, if the police decide not to use the room housing the cctv equipment installed by the town council.

The police are also to be approached regarding supporting the costs.

- Budget line 4325/330: Lake Maintenance budget needs to be increased due to the weeds/reeds. Original budget was £7,000.00 it has been increased to £8,500, with a view to improve the weeds/reeds around the lake and improve the surrounding areas.

There may also be a need to hire specialist support and equipment, hence the increase in budget.

- Budget line 4760/330: Gateway Feature: Development of the gateway into the lake area.
This needs to be increased from £2,000.00 to £3,000.00, due to the installation and continuation of the gateway project.
- Budget line 4910/500: CCTV Upgrade: the town council has invested in cctv across the town and it is used by the police to detect crime and anti-social behaviour.

The PTZ cameras are integrated into the Police Waterwells CCTV system and the picture quality is of a very high standard.

Clarification is required from the police regarding their use of the library site, going forward.

The police are also to be approached regarding supporting the costs.

- Budget line 4916/500: Buses for Us: the council has pledged £15,000.00 to support the Buses 4 Us initiative.
The funding is to support the rural bus route and Buses 4 Us have also received pledges from elsewhere.

The amended precept budget is to be forwarded to councillors.

The committee reviewed and considered the draft Precept budget calculations for 2023/2024 and proposed that Full Council approve the amended precept for 2023/2024.

12. Notices and Information

To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The committee by unanimous decision resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Chairman closed the meeting at 7.50pm

13. Staffing matters

12.1 To discuss staffing matters

Staffing matters were discussed.

The Chairman closed the meeting at 8.10pm