



Minutes of the Finance, Budgets & Staffing Committee of Costessey Town Council, held on Friday 18 January 2019 at 10am at The Costessey Centre, NR8 5AH

Present: Cllrs S Blundell (Chair), J Amis, G Blundell, P O'Connor & T Laidlaw; H Elias (Town Clerk) & N Bailey (Deputy Clerk).

To receive apologies for absence

F001/19: In the absence of Cllr S Hannant, the CTC Chairman Cllr S Blundell chaired the meeting.

RESOLVED to accept apologies from Cllrs T East & S Hannant (both unwell) and Cllrs F Carter & D Lister (both work commitments)

To receive declarations of interest

F002/19: None

To confirm and sign the Minutes of the previous FB&S meeting on 16 November 2018

F003/19: The minutes were agreed and signed with no amendments. It was noted that the minutes had already been approved by Full Council.

To receive updates on the previous minutes (No resolutions may be passed)

F004/19: Min: F152/18: Lone Worker Devices: Quotes refreshed for devices which are activated if there is no movement. To be included on the next agenda.

F005/19: Min: F154/18: a) First Aid: The external defibrillator funded by DCllr A Pond to be installed at the Costessey Centre. A resident has offered to pay for First Aid training.

F006/19: Min: F157/18: c) Heritage cleaning costs for the fete: These have been agreed.

To Review the Financial Risk Assessment

F007/19: The amended Financial Risk Assessment was considered.

RECOMMENDED to full Council that the Financial Risk Assessment be approved with the new amendments

To Approve Actions to Manage Financial Risks

F008/18: Amendments were mainly to do with actions which had been implemented rather than new measures to mitigate Financial Risk.

RECOMMENDED to full Council that all actions to manage financial risks be approved

To approve payment terms to TT Jones for Footway Light replacement

F009/19: Quote from TT Jones will not expire for 6 months (14 May); contractor would like a down payment of 20% when the order is placed. Proposed transfer date of lights is 1 April. SNC have suggested another meeting, but the Clerk is unwilling to meet until a definitive list of lights and their locations has been provided by SNC as previously requested. If the transfer date slips further, arrangements will have to be made with SNC. Not all columns will need replacing immediately. As the quote is cost per column, the total figure can be calculated once the final column numbers are confirmed, but is expected to be in the region of £20,000-£25,000.

RECOMMENDED to full Council that on transfer of lights CTC make a down payment to TT Jones of 20% capped at £25,000.

To consider covering costs for A5 leaflet re streetlights in Council Tax annual bill

F010/19: No costs had been received as yet. Given that the information will be in the *Contact* newsletter and delivered to all homes in Costessey

RESOLVED NOT to pursue the option of a leaflet any further.

To Review & Update the Treasury Management Policy / Strategy 2019-20

F011/19: New guidelines have been issued for local council Treasury Management policies. Clerk has searched for examples without success. She is concerned that figures usually included in the accounts are now to be included in a high-level strategy document. Further research to be undertaken and new draft Treasury Management Policy / Strategy to be discussed at the next FB&S Meeting. **ACTION: Town Clerk**

To receive a general update on Finance, Budget or Staffing matters

F012/19: Additional buildings tasks: It was noted that these were being dealt with well within the extra staff hours allocated to them. Dealing with contractors was extremely time consuming.

F013/19: RBS Rialtas Bookings system: This is proving a success with the linked invoicing saving staff time. The system is very visual and relatively easy to use, though there have been a few teething issues raised with RBS.

F014/18: Office furniture rearrangement: This has worked well, creating more circulating space.

F015/18: Securado security contract: This will expire on 31 March. New quotes are being sought.

ACTION: Deputy Clerk

F016/18: The date of the next FB&S meeting was confirmed as Friday 15 March 2019 at 10am

F017/19: The meeting closed at 10.53am

Chair:

Date: