



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

**Present:** Cllrs S Hannant (Chair), J Amis, G Blundell, S Blundell, G Jones, P O'Connor; H Elias (Town Clerk)

### **To receive apologies for absence**

**F057/19:** Apologies were accepted from Cllrs F Carter & T Laidlaw (both clashing commitments)

### **To receive declarations of interest**

**F058/19:** Cllr S Hannant declared a pecuniary interest in any item regarding the Council's Banking, as she has a Barclays' pension

**F059/19:** Cllr G Blundell declared a non-pecuniary interest in Min: F067/19: as the cheque payee was a friend of his.

### **To confirm and sign the Minutes of the previous FB&S meeting on 15 March 2019**

**F060/19:** 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)**

**F061/19:** Min: F042/19: Stafford Hall trial period: The new arrangements were satisfactory, but might need to be reviewed if a large number of members of the public attended.

**F062/19:** Min: F041/19: Cleaning / Caretaking contract: The Buildings Officer is monitoring the details of the contract

**F063/19:** Min: F044/19: Safeguarding Policy: This is still under review.

### **To receive information on the Fete & Fair 2019**

**F064/19:** The fete is fully booked for both days. Monday has a waiting list of eight. The layout is still to be finalised.

**F065/19:** A posted cheque had not been received, so the administration fee of £12.50 charged by the bank for stopping the cheque had been passed on to the payee by deducting it from the replacement cheque. The payee had requested it be refunded as he was not responsible for failures in the postal service. A query was raised as to whether this was included in the terms of the contract – to be checked. The office runs a posting book for outgoing mail. A discussion ensued as to whether cheques over a given amount should be sent "signed for" so that there was proof of receipt, as several cheques had gone missing in the post. Cost of different options to be investigated. **ACTION: Town Clerk**

**RECOMMENDED to full Council that cheques over the value of £500 be sent via the cheapest "signed for" method, so that receipt could be verified.**

**F066/19:** A query was raised as to whether "e-cheques" could be sent to payees. To be investigated. **ACTION: Town Clerk**

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

**F067/19:** None

**F068/19: RESOLVED to exclude the press and public from the meeting under the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it is not in the public interest to disclose discussion on the items below**

No members of the public were present.

**\*THE FOLLOWING ITEMS WERE HEARD IN CONFIDENCE / BELOW THE LINE**

**To consider how the casual work should be treated**

**F069/19:** A casual worker had been removed from the payroll as she had not worked during a full council financial year. As she was now doing casual work again (better value than hiring contractors) the Clerk wanted confirmation that the worker should be re-instated on the Payroll. The pay would be on the same scale as the other casual worker, paid hourly for work as per the completed timesheets. Mileage between sites would be paid at the agreed HMRC local government casual car user rates. Holiday pay for the year would be calculated at the end of each financial year. The casual work would not be enough to trigger Automatic Enrolment into the LGPS.

**RECOMMENDED to full Council that the casual worker should be re-instated on the Payroll**

**F070/19: The meeting closed at 10.30am**

**Chair:**

**Date:**