

FINANCE, ASSET & RESOURCES COMMITTEE

Minutes of the meeting of the Finance, Asset & Resources Committee held in Ellesmere Town Hall on Monday 13th July 2020 at 1pm.

PRESENT: Councillors: Cllr G Hutchinson (Chair), N Cull, G Elner, P Goulbourne, R Hartley, D Lunn and Mrs A Wignall
Jo Butterworth – Town Clerk
Jean Hynes – Assistant Clerk

FAR-6/20 **To Receive Apologies and Reason for Absence**

RESOLVED – that the apologies received from Cllr J Frost be approved.

FAR-7/20 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

Cllrs P Goulbourne, G Hutchinson and Mrs A Wignall, as members of Friends of Ellesmere Library, declared a non-pecuniary interest in relation to any discussions regarding the Earmarked Reserve of £5,000 for Ellesmere Library contained in agenda item 6b –2020/21 Earmarked Reserves.

FAR-8/20 **Grant Dispensations**

None received.

FAR -9/20 **Minutes**

RESOLVED – that the minutes of the meeting held on 15 January 2020 be approved and signed by the Chair as a correct record.

FAR-10/20 **Public Participation Session**

No members of the public were present.

FAR-11/20 **Finance/Contracts**

(a) Town Council Income & Expenditure report for 2020/21, 1st Qtr

Committee members agreed that they were happy with the report, which will be circulated to full council at their September meeting as per item 17c of the Town Council's Standing Orders.

(b) 2020/21 Earmarked Reserves Report

Youth Provision

The Clerk reported that a cheque for £768 has been posted to TNS as per minute number 26/20 (iii), leaving a balance of £1,232 for Youth Provision, it was agreed to investigate what further youth services TNS offer that the council could support and bring into the town.

CH

CCTV

Match Funding for CCTV is currently being investigated by the Clerk.

Neighbourhood Fund 2016/2017

Councillors were informed that the £1,329.43 Neighbourhood fund money received from 2016/2017 needs to be spent before the end of the financial year, the Clerk is looking into ways in which the monies can be spent and suggested that if possible the money could be used towards investigation of remedial works required on the town culvert, she is going to speak to Shropshire Council for further advice.

Ellesmere Library

During the budget deliberations the Town Council agreed to contribute £5,000 towards the running costs of Ellesmere library, the Clerk reported to the committee that due to the Coronavirus pandemic that the library has in fact been closed since the beginning of the 1st quarter of the financial year and is due to re-open at the end of July, she asked members if they wanted the £5,000 apportioned accordingly. After much discussion.

It was moved by Cllr N Cull and Seconded by Cllr G Elner and

RESOLVED - that only three quarters of the £5,000 earmarked reserves be contributed to Ellesmere library for 2020/21

(NB: Cllrs P Goulbourne, G Hutchinson and Mrs A Wignall did not vote in respect of the application for funding to Ellesmere Library).

(c) Verbal Report on Town Hall losses for the 1st Qtr. and discuss options for reducing further losses

The Town Hall income is down by £5,796.50 due to the hall being closed during the COVID pandemic. TH staffing costs were £7,779 and although £4,495 has been recovered from the Government by way of Furlough claims, the overall loss in staffing a lost booking revenue totals £9,080.50. The Clerk recommended furloughing the 2 Caretakers for the month of August and retaining the 2 cleaners to clean the Town Hall and Public Toilets to save the council money, she also asked members, that if they were in agreement, if they would like the staff furloughed at 80% which would be paid by the Government or whether they would like to top up the additional 20% to pay the staff 100%.

It was moved by Cllr D Lunn, seconded by Cllr A Wignall and

RESOLVED - to furlough the caretakers from 1st to 31st August with 100% pay.

(d) Cemetery Working Group Income & Expenditure report for 2020/21, 1st Qtr

Committee members agreed that they were happy with the report, which will be circulated to full council at their September meeting as per item 17c of the Town Council's Standing Orders.

CH.

(e) Street Lighting Maintenance Contract

RESOLVED - To approve the contract specification for the street lighting maintenance contract and advertise the tender.

(f) Clerks Printer

The current printer lease provider had approached the council to see if they would like to renew the Clerk's printer early, the contract is due to expire in January 2021, but they offered a deal to provide a newer printer and save the council money on printing costs. The Clerk reported that 2 additional companies had been approached for quotations and only 1 quotation had been received. There was a larger saving over a 5-year contract period with the current provider rather than entering a new contract with the other company.

It was moved by Cllr G Elner, seconded by Cllr P Goulbourne and

RESOLVED - To renew the Clerk's printer for a 5-year fixed period with the current contractor.

(g) Grease Trap Cleaning Contract

To note that the contract has expired, and a new contract has been put into place with a saving of £1850 for the same service delivery. The cost of the new contract is £300 per year.

FAR - 12/20 **Business Continuity Plan**

The Committee agreed to adopt the BCP, which had been circulated with the agenda, which will be reviewed annually.

FAR - 13/20 **Internal Controls**

Councillor D Lunn announced that he will be resigning from the Finance, Asset and Resources Committee and therefore the committee will need to appoint a new internal checker. The Clerk will put this on the next agenda.

The Committee approved the new Internal Controls checklist and system of internal control, which will be reviewed annually.

FAR - 14/20 **Town Hall Roof**

The Clerk reported that the Town Hall has now been watertight for 2 weeks and that the ceiling tiles damaged during the last leak have now been replaced together with a number of water damaged tiles throughout the hall, which had been damaged on a previous occasions.

The meeting closed at 1.45pm

Chair: A. Hutchinson

Date: 15/10/2020

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report - 1st Qtr 2020/21

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Town Council Administration								
1700 Grants Received	1,098	1,098	0	(1,098)			0.0%	
1870 Interest Received	107	211	800	589			26.4%	
1900 Precept	0	231,193	231,193	0			100.0%	
Town Council Administration :- Income	1,205	232,502	231,993	(509)			100.2%	0
4000 Salaries	5,671	13,623	80,000	66,377		66,377	17.0%	
4005 ER's NI - Salaries	799	799	0	(799)		(799)	0.0%	
4010 ER's Pension Costs - Salaries	1,279	1,964	700	(1,264)		(1,264)	280.6%	
4020 Training Expenses	0	0	1,450	1,450		1,450	0.0%	
4100 Printing & Photocopying	82	82	900	818		818	9.1%	
4101 Stationery	63	113	600	487		487	18.9%	
4102 Postages	0	0	400	400		400	0.0%	
4103 Computer Expenses	75	605	1,100	495		495	55.0%	
4104 Website Expenses	0	0	500	500		500	0.0%	
4105 Telephones	152	366	1,900	1,534		1,534	19.3%	
4106 Insurance	3,520	4,202	4,700	498		498	89.4%	
4107 Licences	0	12	0	(12)		(12)	0.0%	
4108 Subscriptions	12	12	0	(12)		(12)	0.0%	
4109 Membership Fees	0	358	2,163	1,805		1,805	16.6%	
4110 Legal Expenses	0	0	600	600		600	0.0%	
4111 Professional Fees	1,206	1,417	4,750	3,333		3,333	29.8%	
4112 Audit/Accountancy Fees	0	(1,500)	2,400	3,900		3,900	(62.5%)	
4114 Office Equipment	0	0	250	250		250	0.0%	
4115 Bank Charges	0	0	150	150		150	0.0%	
4130 Rates	861	2,581	0	(2,581)		(2,581)	0.0%	
4150 Refreshments & Catering	0	0	100	100		100	0.0%	
4700 Contingencies	0	0	1,500	1,500		1,500	0.0%	
Town Council Administration :- Indirect Expenditure	13,720	24,634	104,163	79,529	0	79,529	23.6%	0
Net Income over Expenditure	(12,515)	207,868	127,830	(80,038)				
102 Civic Expenses								
4200 Mayor's Allowance	0	0	800	800		800	0.0%	
4202 Councillors' Training Expenses	0	1,528	500	(1,028)		(1,028)	305.5%	
4203 Civic Costs	0	0	400	400		400	0.0%	
4210 Election Costs	0	0	2,250	2,250		2,250	0.0%	
4215 Awards/Gifts	0	0	30	30		30	0.0%	
Civic Expenses :- Indirect Expenditure	0	1,528	3,980	2,452	0	2,452	38.4%	0
Net Expenditure	0	(1,528)	(3,980)	(2,452)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report - 1st Qtr 2020/21

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103 Community Services								
4300 Street Lighting Electricity	0	(1,227)	5,000	6,227		6,227	(24.5%)	
4301 Street Lighting Maintenance	0	0	2,500	2,500		2,500	0.0%	
4302 Bus Shelters	0	0	350	350		350	0.0%	
4303 Christmas lighting	0	0	5,700	5,700		5,700	0.0%	
4310 Grounds Maintenance	3,015	6,564	7,290	726		726	90.0%	
4311 CCTV	0	1,644	7,000	5,356		5,356	23.5%	
4312 Gardening Contract	0	1,063	13,450	12,388		12,388	7.9%	
4313 Health & Safety	181	181	0	(181)		(181)	0.0%	
4314 Gardening Additional Costs	0	0	1,200	1,200		1,200	0.0%	
4320 Street Furniture	0	0	500	500		500	0.0%	
4322 Library	0	0	5,000	5,000		5,000	0.0%	
4330 Ellesmere In Bloom	0	0	50	50		50	0.0%	
4331 Planters	0	0	1,400	1,400		1,400	0.0%	
4333 Public Conveniences	0	3,709	11,000	7,291		7,291	33.7%	
4404 Tuesday Market Costs	0	(11)	2,000	2,011		2,011	(0.5%)	
4700 Contingencies	0	0	1,000	1,000		1,000	0.0%	
Community Services :- Indirect Expenditure	3,196	11,923	63,440	51,517	0	51,517	18.8%	0
Net Expenditure	(3,196)	(11,923)	(63,440)	(51,517)				
104 Recreation								
1060 Cricket Club Rent	0	65	70	5			92.9%	
1061 Football Club Rent	1	(269)	250	519			(107.6%)	
1063 Scout/Cadet Hut Income	0	0	150	150			0.0%	
Recreation :- Income	1	(204)	470	674			(43.4%)	0
4401 Football Club Costs	0	0	500	500		500	0.0%	
4402 Play Area Expenses	0	0	2,000	2,000		2,000	0.0%	
4403 Youth Club Costs	0	0	2,000	2,000		2,000	0.0%	
Recreation :- Indirect Expenditure	0	0	4,500	4,500	0	4,500	0.0%	0
Net Income over Expenditure	1	(204)	(4,030)	(3,826)				
106 Publicity & Promotions								
4025 Staff Recruitment Costs	0	0	500	500		500	0.0%	
4500 Advertising	0	0	1,000	1,000		1,000	0.0%	
Publicity & Promotions :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report - 1st Qtr 2020/21

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
107 Events and Grants								
4550 Grants	0	1,850	2,050	200		200	90.2%	
4570 Remembrance Sunday	0	0	100	100		100	0.0%	
4572 VE Day	0	0	300	300		300	0.0%	
Events and Grants :- Indirect Expenditure	0	1,850	2,450	600	0	600	75.5%	0
Net Expenditure	0	(1,850)	(2,450)	(600)				
109 Town Council Projects								
4460 Climate Change Working Group	0	0	1,500	1,500		1,500	0.0%	
Town Council Projects :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				
110 Town Council Income								
1101 Hire Of art Screens	0	0	60	60			0.0%	
1801 Town Council Income	0	3,897	0	(3,897)	10,777		0.0%	
1805 Cross St Toilet Income	0	0	2,600	2,600			0.0%	
1875 PWLB Loans Received	0	0	0	0	16,920		0.0%	
Town Council Income :- Income	0	3,897	2,660	(1,237)			146.5%	0
Net Income	0	3,897	2,660	(1,237)				
112 Neighbourhood Fund								
1851 Neighbourhood Fund	0	12,385	0	(12,385)			0.0%	12,385
Neighbourhood Fund :- Income	0	12,385	0	(12,385)				12,385
Net Income	0	12,385	0	(12,385)				
6001 less Transfer to EMR	0	12,385						
Movement to/(from) Gen Reserve	0	0						
150 Loan Repayments								
4900 Loan Interest payments	0	0	6,500	6,500		6,500	0.0%	
Loan Repayments :- Indirect Expenditure	0	0	6,500	6,500	0	6,500		0
Net Expenditure	0	0	(6,500)	(6,500)				
201 Town Hall Administration								
4107 Licences	0	0	1,500	1,500		1,500	0.0%	
4130 Rates	0	0	8,725	8,725		8,725	0.0%	

Detailed Income & Expenditure by Budget Heading 30/06/2020

Month No: 3

Cost Centre Report - 1st Qtr 2020/21

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4131 Electricity	0	0	5,400	5,400		5,400	0.0%	
4132 Gas	362	936	5,900	4,964		4,964	15.9%	
4133 Water	233	233	3,000	2,767		2,767	7.8%	
4607 Uniforms	0	0	100	100		100	0.0%	
Town Hall Administration :- Indirect Expenditure	594	1,169	24,625	23,456	0	23,456	4.7%	0
Net Expenditure	(594)	(1,169)	(24,625)	(23,456)				
<u>202 Town Hall Maintenance</u>								
4600 Cleaning Materials	0	279	600	321		321	46.5%	
4603 General Maintenance	604	604	14,000	13,396		13,396	4.3%	
4604 Skip Hire	0	34	752	718		718	4.6%	
4605 Sanitary Disposal	0	0	450	450		450	0.0%	
4606 Town Hall Equipment	0	0	200	200		200	0.0%	
Town Hall Maintenance :- Indirect Expenditure	604	917	16,002	15,085	0	15,085	5.7%	0
Net Expenditure	(604)	(917)	(16,002)	(15,085)				
<u>203 Town Hall Wages</u>								
4000 Salaries	178	178	0	(178)		(178)	0.0%	
4001 Wages	2,193	6,222	30,000	23,778		23,778	20.7%	
4006 ER's NI - Wages	22	22	0	(22)		(22)	0.0%	
4011 ER's Pension Conts - Wages	439	1,357	0	(1,357)		(1,357)	0.0%	
Town Hall Wages :- Indirect Expenditure	2,832	7,779	30,000	22,221	0	22,221	25.9%	0
Net Expenditure	(2,832)	(7,779)	(30,000)	(22,221)				
<u>210 Town Hall Income</u>								
1000 Room Hire	0	0	26,000	26,000			0.0%	
1001 Bar Revenue Income	0	0	300	300			0.0%	
1820 Town Hall Income	50	50	0	(50)			0.0%	
Town Hall Income :- Income	50	50	26,300	26,250			0.2%	0
Net Income	50	50	26,300	26,250				
Grand Totals:- Income	1,256	248,630	261,423	12,793			95.1%	
Expenditure	20,946	49,800	258,660	208,860	0	208,860	19.3%	
Net Income over Expenditure	(19,690)	198,830	2,763	(196,067)				
less Transfer to EMR	0	12,385						
Movement to/(from) Gen Reserve	(19,690)	186,445						