**FINANCE, ASSET & RESOURCES COMMITTEE**

Minutes Finance, Asset & Resources Committee meeting of the held on
Tuesday 17th January 2023 at 7pm.

PRESENT: Councillors: Cllr G Hutchinson (Chair), G Elner, P Goulbourne, Pete Jones , A Wignall, J Howard and non-voting member Cllr A Weeks.

Town Clerk and RFO: Jo Butterworth
Deputy Clerk & Deputy RFO Jean Hynes

FAR 01/23/01 **To Receive Apologies and Reason for Absence**

Apologies received from Cllr M Hancock due to work commitments.

**RESOLVED – that the apologies received from Cllr M Hancock due to work commitments be approved.**

FAR 01/23/02 **Disclosure of Personal and Prejudicial Interests in Items on the Agenda**

None received.

FAR 01/23/03 **Grant Dispensations**

None requested.

FAR 01/23/04 **Minutes**

It was moved by Cllr A Wignall, seconded by Cllr P Goulbourne and

**RESOLVED – that the minutes of the meeting held on 20th December 2022 be approved and signed by the Chair as a correct record.**

FAR 01/23/05 **Budget Deliberations 2023/2024.**
**(a) To consider tenders received for the Christmas Lighting Contract for 2023-25.**

The Clerk reported that an advert had been placed on contracts finder to invite tenders to provide Christmas lighting in the town for the next 3 years. Tenders had been received from 5 companies. All quotes were like for like to lease lighting equipment, install, maintenance, removal and storage of lights plus annual I-bolt testing.

| Company No | Amount 1st Year (Excl VAT) | Amount 2nd Yr (Excl VAT) | Amount 3rd Yr (Excl VAT) | Total Contract Amount |
|---|---|---|---|---|
| 1 | £7,780 | £5,493 | £5,493 | £18,766 |
| 2 | £8,100 | £5,750 | £5,750 | £19,600 |
| 3 | £22,000 | £22,000 | £22,000 | £66,000 |
| 4 | £8,050 | £8,050 | £8,050 | £24,150 |
| 5 | £8,159.19 | £8,159.19 | 8,159.19 | £24,477.57 |

The Clerk showed members each proposal and explained that the chosen company would work alongside a working group to devise a scheme for the 3 years later in the year.

It was moved by Cllr G Elner, seconded by Cllr A Wignall and

**RESOLVED:** to **RECOMMEND** to Full Council to award the contract to company 2 as members liked that the company was Shropshire based and preferred their proposal.

(b) **Report on General and Ear Marked Reserves.**
A report on the Bank, General & Ear Marked Reserves was circulated. Council had earlier in the year agreed to transfer £5,000 in the CWG account for 2023/2024. Members looked at the level of reserves.

It was moved by Cllr A Wignall, seconded by Cllr P Goulbourne and

**RESOLVED:** to **RECOMMEND** to Full Council to Ear Mark a further £20,000 for 2023/2024 towards the Town Hall Capital Fund.

**(c) Relook at the draft 2023/24 expenditure budget for the Town Council's assets and services and consider and final recommendations to go to full council on 25th January 2023.**
The Clerk projected the budget onto the screen for members to see as she worked on it. She circulated a report detailing the following changes had been made since the meeting on 20th December 2023 and reasons for the changes.

| Nominal Code | Cost Centre | Description | Details |
|---|---|---|---|
| 4131 | 103 | CCTV | £600 due to new electric feeder box. |
| 4301 | 103 | S/Lighting Maintenance | Reduced from £1,300 to £1,000 due to projected costs. |
| 4303 | 103 | Christmas Lighting | Increased from £7,000 to £22,000 to reflect quotes received. |
| 4304 | 103 | Road Safety | £1,000 for 20's Plenty & VAS Signs as requested at last meeting. |
| 4320 | 103 | Memorial Benches | Increased from £500 to £1,000 due to new benches and other bench maintenance which is required. |
| 4404 | 103 | Skip Hire | Increased from £1,500 to £1,850 because of projected figures and |

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|---|---|---|---|
| | | | new weighing of rubbish. |
| 4700 | 103 | Contingencies | Reduced from £1,000 to £0 as this pot has never been used and would be better spent elsewhere. |
| 4402 | 104 | Play Area Equipment | Reduced from £5,000 to £4,000 after viewing equipment prices. |

The Clerk altered cost centre 4303/103 Christmas Lights figure to £8,100 to reflect the preferred contractor's 1st year costs. With that and change to the budget it showed a deficit of £10,423 between the income and expenditure for 2023/2024 with the agreed 5% increase on precept that the council had agreed on following recommendation for this committee (Minute number 01/23/04C). It was reported that the projected underspend for the council for 2022/2023 would be approximately £10,411 which will be moved to reserves. With this in mind,

It was moved by Cllr P Goulbourne, seconded by Cllr P Jones and

**RESOLVED:** to RECOMMEND use the Town Council reserves to cover the 2023/2024 deficit.

FAR 01/23/06 **Business Rates Valuation, Ellesmere Town Hall.**

Members heard that the Clerk had contacted 2 companies that are able to help with the Business Rates Valuation appeal. Company 1 has 2 options, Option 1 no win, no fee basis, but then 40% commission of any monies reimbursed for every year reduced or Option 2 a flat fee of £1,295 plus VAT and then commission of 25% of 1 year of any reduction achieved for 1 year only. Company 2 works for a flat fee of £1,300 plus VAT and then commission of 25% of any reduction achieved for 1 year only. Councillors considered the quotations and locality of the companies.

It was moved by Cllr G Hutchinson, seconded by Cllr A Wignall and

**RESOLVED:** to appoint Company 1 as the Town Council's agent for a flat fee of £1,295 plus VAT and then commission of 25% of 1 year of any reduction achieved for 1 year only. The successful company was Appeal Business Rates.

FAR 01/23/07 **CCTV & Christmas Lighting Power Supply.**

It was reported to the committee that the Clerk had obtained 3 quotations to fit a new feeder box in Market Street to power the CCTV cameras located on the TSB. The box will feed into Shropshire Councils Electric point and will be paid for as unmetered supplies. Quote 1 was for £250 plus VAT but the Company could not guarantee when the works could be undertaken. Quote 2 was for £462 Plus VAT and Quote 3 was for £555 plus VAT. The Clerk informed members that she had instructed Highline Electrical which was Quote 2 as they were able to complete the works quickly.

FAR 01/23/08 **All Together Ellesmere & Ellesmere Town Council Service Level Agreement.**

Cllrs A Wignall, G Hutchinson, P Goulbourne and P Jones volunteered to work with the Clerk to review the SLA.

The meeting closed at 7.40pm

Chair: ……

Date: ……