

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

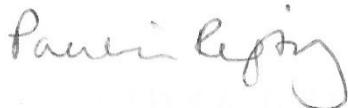
Finance, Funding and Grants Committee

To: Members of the Committee: Cllrs S Abbotts, C Brady, B Hulcup, M Ogden & R Platts.
You are hereby summoned to attend a meeting of the above Committee which will be
held remotely via Zoom on Friday 30th October 2020 commencing at 7.00 pm
for the purpose of considering the business to be transacted as set out hereunder.
Members of the public and press are also invited to attend.

To join the meeting from a computer, tablet or smartphone, visit:

<https://us02web.zoom.us/j/87367732122>

To join by phone dial (GB) +44 203 901 7895 and enter meeting ID: **873 6773 2122**



Dated this day 26th October 2020

Ms Pauline Rigby, Town Clerk

AGENDA for 30 October 2020

1. To elect the Committee Chairman
To hold office until the next Annual Meeting of the Town Council
2. To receive apologies for absence
3. To receive declarations of interest
4. Public Participation: *To provide members of the public with an opportunity to comment. In accordance with Standing Orders, this period shall not exceed 3 minutes per person and 20 minutes overall unless directed by the Chairman.*
5. To confirm the minutes of the Finance Committee meeting held on 6th October 2020.
6. To receive the Action Point Update (appended).
7. To consider making a grant of up to £500 to support the Northleach Black Cat Café initiative to provide free meals over half term (background).
8. To consider exclusion of press and public under the Public Bodies (Admissions to Meetings) Act 1960 section 1, due to the confidential nature of the business.
9. To consider matters affecting council staff (confidential report)

Note: The next meeting of this Committee is scheduled for 13th January 2021.

NORTHLEACH WITH EASTINGTON TOWN COUNCIL

DRAFT Minutes of the Finance, Funding and Grants Committee

Held remotely via Google Meet on Tuesday 6 October 2020, 7pm

Present: Cllrs Steve Abbotts, Caroline Brady, Brian Hulcup, Mark Ogden.

Absent: Cllr Rob Platts.

In attendance: Ms Pauline Rigby, Town Clerk and Responsible Financial Officer

1. Election of Chairman to preside

It was RESOLVED to appoint Cllr Brady to chair the meeting.

2. Apologies for Absence

Apologies were received from Cllr Rob Platts.

3. Declarations of Interest

Cllr Ogden declared an interest in item 11(a), the grant application from Carbon Neutral Northleach, because he is its Treasurer.

4. Public Participation

There were no members of the public in attendance.

5. Confirmation of Minutes

It was RESOLVED to confirm and sign the minutes of the Finance Committee meeting held on 5th May 2020 as a true and accurate record.

6. Action Point Update

The Town Clerk highlighted that the external audit certificate had not yet been received.

7. Q2 budget report to 30th September 2020

Council received and noted the budget report.

8. Financial Impact of Covid-19 on the Budget

The Town Clerk summarised the financial reports. The main impact of the coronavirus pandemic has been the almost complete loss of income at the Westwoods Community Centre since lockdown in March. However, this has been offset by the receipt of the £10,000 Small Business Covid grant. There has also been a reduction in utilities costs but many overheads are fixed. Plans are underway to reopen the centre to hirers but only two user groups have indicated they are likely to return this year. The final decision on re-opening can be made at the next Full Council meeting in October. A separate budget code has been created to identify expenditure arising solely as a result of covid and compliance with covid regulations.

9. Budget Setting Process for 2021-22

It was RESOLVED to hold a strategy meeting open to the whole council to formulate thoughts in next four weeks. The date was provisionally set as 28 October 2020 with a second meeting on 25 November to quantify possible project costs. Cllr Brady will send a roadmap to the Town Clerk.

10. To appoint a member to carry out financial control checks

Cllr Abbots volunteered for the task.

11. Grant Applications:

Cllr Ogden did not participate in the discussion or vote for the next item.

- a) It was RESOLVED to approve a grant of £250 to Carbon Neutral Northleach.

Cllr Ogden re-joined the meeting.

- b) Northleach Community Association had requested a grant of up to £1,000 towards the community minibus. It was RESOLVED to approve a grant of £700, that being the remainder of the funds in the community grants budget once the covid volunteers grant had been recoded to the new covid budget code.

12. Closed Session

It was RESOLVED to exclude the press and public under the Public Bodies (Admissions to Meetings) Act 1960 section 1, due to the confidential nature of the business.

13. Matters Affecting Council Staff

The Government has announced a new job support scheme from 1 November where the Government will contribute to the wages of employees on reduced hours due to covid. The Town Clerk was asked to find out more and clarify whether the salary could be topped up.

There being no further business, the meeting closed 8:20pm.

Note: The next meeting of this Committee is scheduled for 13th January 2021.

Signature of Chairman on approval of the minutes: _____

Action Point Update

Please note that actions that have previously been reported as “completed” are not shown.

| Date / Item No. | Action | Status |
|---------------------|---|--|
| 06/10/2020 – Item 6 | Completion of External Audit. Deadline 31 November 2020. | Auditor’s report and certificate considered by Full Council on 21 October 2020. Notice of conclusion of audit still to be published. |
| – Item 9 | Set up strategy meetings for 28 October and 25 November | In hand |
| – Item 10 | Organise internal control checks with Cllr Ogden | RFO is reviewing the checks required to ensure all aspects are covered and create a checklist to work from. |
| – Item 11 | Grant applications | Applicants informed of outcome |
| – Item 12 | Staff matters | On this agenda. |

Item 7 – Community Grant

To consider making a grant of up to £500 to support the Northleach Black Cat Café initiative to provide free meals over half term.

Background

Member motion: ‘In light of the [Government] cancellation to extend free school meals during holidays, many pubs/cafes are stepping up to offer support in their local communities. Over the half-term week, the Black Cat Café will offer families in need either a sandwich/toasty, cake and hot chocolate or other drink for any child under the age of 16 - accompanied by a parent or guardian [...] Whilst the provision of school meals is not a specific covid issue, the need has been amplified significantly during the covid crisis, due to loss of jobs/income - no child should go hungry in our community.’

Legal implications

The lawful basis for expenditure would be Section 137 of the Local Government Act 1972¹, which enables local councils to spend a limited amount of money for purposes for which they have no other specific statutory power. S137 expenditure is subject to an overall limit of £8.32 per elector in 2020-21.

This legal power comes with several restrictions on its use. The council must first be satisfied that (a) there is a direct benefit to the area or part of the area, or to some or all of the inhabitants and (b) that the service is provided on a non-profit making basis.

Owing to the time-limited nature of the situation, the grant would have to be awarded retrospectively.

Suggested conditions:

- At the end of the offer, ascertain the actual costs incurred by the Black Cat Café.
- Equally share the cost of the offer with the church body that oversees the café.

This expenditure is not budgeted. It is recommended that money is released from General Reserves or moved (a virement) from an underspent budget heading.

¹ <https://www.legislation.gov.uk/ukpga/1972/70/section/137>