

Minutes of a meeting of the **FINANCE and GENERAL PURPOSES** Committee held in the Council Offices, Pine Grove, Crowborough on Tuesday 20<sup>th</sup> June 2023 at 7.30pm

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| Present      | Councillors | Peter Bucklitsch<br>Suzanne Dixon<br>Martyn Everitt<br>Martyn Garrett<br>Kay Moss<br>Matthew Street<br>Neil Waller<br>Natalie Whittle | Vice-Chairman<br><br><br><br><br><br>Chairman     |
| Also present |             | Caroline Miles<br>Karen Whiley  | Town Clerk<br>Responsible Financial Officer (RFO) |

\*Denotes non attendance

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## **APOLOGIES**

None

## **DECLARATIONS OF INTEREST**

Cllr Martyn Everitt declared an interest as a tenant of Basepoint.  
Cllr Peter Bucklitsch declared an interest as a tenant of Basepoint.

## **MINUTES**

Minutes of the meeting held on 25<sup>th</sup> April and 16<sup>th</sup> May 2023

**10149 RESOLVED** that the Minutes of the meeting held on 25<sup>th</sup> April and the 16<sup>th</sup> May 2023 as confirmed be ratified by the Chairperson.

## **FINANCE**

To note the finance report and supporting appendices and agree any action

The Income and expenditure was noted. Members agreed that it was pleasing to see the £27,934 first quarter profit share income from Basepoint.

The Earmark Reserves were noted

To review the internal auditors report.

The Internal auditors report noted.

It was agreed that the RFO's suggestions would form the Council's responses to the internal auditor's observations.

**10150 RESOLVED** to employ the services of the Parkinson Partnership to advise the Council on the matters of VAT regarding the new Wolfe pavilion building and to complete a VAT on the Council's current processes. The cost of £1200 to be taken from EMR 314 901/9011 Legal and professional services.

**10151 RESOLVED** to spend £600.00 to Rialtus for the asset inventory module as an addition to the current software package. Funds to be taken from EMR 314 901/9011 Legal and professional services.

In view of the inclusion of the second audit completed on the 24<sup>th</sup> May the committee agreed that all of the statements in section 1 had been complied with.

**10152 RESOLVED** to recommend to Full Council that the statements in Section 1 of the Annual Governance Statement had been complied with.

The committee noted the restated figure in Box 9 of section 2 of the Annual Governance and Accountability Return.

**10153 RESOLVED** to approve section 2 and recommend the Annual Governance and Accountability Return to Full Council with the noted amendment.

To review current payroll services

Members were in agreement that whilst it was not ideal to change a payroll provider mid accounting year the Council must have confidence that staff will be paid correctly and on time.

**10154 RESOLVED** to delegate the decision of Payroll provider to the RFO together with a spend of £1700 in year one.

To review the current Energy Contracts and agree a 1 year extension

It was noted that the blend and extend contract was the most beneficial as if prices fell the council's rates would also fall.

Agreeing to a year's extension would take the contract with Engie to 2028

**10155 RESOLVED** to accept a further year's extension to the contract with Engie with the current rates as noted.

To note the latest information on Insurance Claims

The report was noted

To review the following policy and agree further action

Freedom of Information and Publication Scheme

**10156 RESOLVED** to adopt the Freedom of Information and the Publication Scheme

### **EXEMPT BUSINESS**

**10157 RESOLVED** that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the

business to be transacted.

F&GP/20.06.23 – 12001

To note the confidential aged debt report

The report was noted.

**URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA**

A question was asked with regard to the possibility of donations to the Mayor's charities being paid directly into a Mayor's charity account.  
This would come under day to day running of the Council.

The meeting closed at hrs. 20:10hrs