Woodbridge TOWN COUNCIL

To Members of the Finance Committee

Cllr. Bale	Cllr. Gillard	Cllr. Holdcroft	Cllr. Miller	Cllr. O' Nolan
Cllr. Phipps	Cllr. Rogerson	Cllr. Sanders	Cllr. Sutton	Cllr. Walsh

You are hereby summoned to **attend the Meeting of the Finance Committee** to be held at the **Shire Hall** on **Wednesday 31st May at 5.30pm**

Greg Diaper
Town Clerk
26th May 2023

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to 30 minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Agenda

66. To elect the Chair of Committee for the Civic Year 2023/24.

67. To elect the Deputy Chair of Committee for the Civic Year 2023/24.

68. Apologies

69. Declarations of interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

70. Public question time

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Fifteen minutes maximum.

71. To agree and approve the minutes of the meeting held 28th February 2023

72. To consider a request from Full Council to consider how to authorise the monthly supplier payments.

73. To consider the requirements of the HSBC Bank Mandate and appoint signatories as required.

74. To appoint Members as signatories to the Suffolk Building Society Mandate.

75. To consider a recommendation from the Amenities Committee regarding the Elmhurst Park Changing Place projects.

76. Closure.

Woodbridge Town Council

Minutes of the meeting of the **Finance Committee** held at the **Shire Hall** on **Tuesday 28th February 2023** at **7pm**

Councillors:

Present: R Leach, E O'Nolan, R Sanders and M Sutton.

Apologies: S Bale, P Gillard, G Holdcroft, S Miller, C Page and M Sylvester.

In Attendance: Town Clerk and no members of the public.

725. Apologies for Absence

Apologies for absence had been received Councillors Bale, Gillard, Holdcroft, Miller, Page and Sylvester.

726. To receive Declarations of Interest

No Members had any Disclosable Pecuniary or Local Non-Pecuniary Interests in relation to items on the agenda.

727. To consider request for Dispensations

There were no requests from Councillors with a pecuniary interest in an item on this agenda for a dispensation.

728. Public Question Time

There were no members of the public present.

729. To receive and approve the minutes of the meeting held 20th December 2022

The Committee received and approved the signing of the minutes of the meeting held 10th January 2023 as a true record.

730. To agree year end movements to facilitate projects in the next financial year.

Members noted the current position of the Council's Ear Marked Reserves, and thereafter agreed the following year end movements to facilitate projects in the next financial year:

Changing Places toilet fund – movements to EMR 355:

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- 4126 – Upgrade to EP toilets - £20,000 – Movement from General Reserve to Earmarked Reserve.
- 4128 - EP Changing Places + Clean - £20,000 – Movement from General Reserve to Earmarked Reserve.
- 378 – EMR CIL 2019-20 - £26,650.64 – Movement between EMR's.
- 379 – EMR CIL 2020-21 - £13,149.36 – Movement between EMR's.

Kyson School match funding – movement to EMR 376

- 379 – EMR CIL 2020-21 - £22,483.15 – Movement between EMR's.
- 381 – EMR CIL 2022-23 - £7,516.85 – Movement between EMR's.

20mph scheme fees – movement to EMR 320

- 4828 – PWLB Loan Repayment 20mph zone - £6,135 - Movement from General Reserve to Earmarked Reserve.

731. To note the journal movements to be made upon the receipt of the precept.

Members noted the following transfers to be made to the Council's Ear Marked Reserves upon the receipt of the first instalment of the precept for the financial year 2023/24:

375	EMR WTC Major Asset Reserve	£10,000
360	EMR - Community Project	£10,000
330	EMR KF Play Area Equipment	£9,450
335	EMR Elections	£2,000
340	EMR SH Building Maintenance	£5,067
345	EMR EP Play Area Equipment	£2,500
365	EMR Fen Meadow Play Area Equip	£2,500
390	EMR Flood Defences	£2,000
395	EMR POS Defences	£1,000
320	20mph scheme fees	£2,000
315	EMR Future Years Maintenance Reserve	£29,320

732. Closure

The meeting was closed at 7.24pm.

Councillor Sutton
Chair

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Item 72

To consider a request from Full Council to consider how to authorise the monthly supplier payments.

Section 5.10 of the Council's Financial Regulations states:

'The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time'.

An alphabetical rota for the checking of monthly supplier payments was agreed for the 2022/23 Civic Year, and whilst this worked well for the majority of the time there were a number of instances when Councillors were unable to undertake this work which led to delays with the approval of supplier payments.

Full Council were asked to consider a proposal from Officers that the task of checking the monthly supplier payments be undertaken solely by Members of the Finance Committee: the minutes from the Council's AGM state:

22. To consider the allocation of Councillors to check the monthly supplier payments.

The Council agreed that the Finance Committee be asked to consider the allocation of Councillors to check the monthly supplier payments.

The task of checking the supplier payments is certainly not as 'onerous' as the Financial Regulations make it sound - it is a relatively simple process of ensuring that the monthly supplier payments, which are listed by payee and provide the amount to be paid as well as the sort code and bank account number, match the details provided on the payee's invoice.

The Council's Finance Officer provides a comprehensive list of documents to enable this check to be completed electronically, however we are also happy to check the payments in person with you in the Shire Hall. If you are happy that the records match up, then we simply ask for an email confirming your approval of the payment.

The following are possible suggestions on how the checking could be allocated:

- The Chair of the Finance Committee + one Committee Member per month (allocated in alphabetical order)
- Two Committee Members per months (allocated in alphabetical order).

Members are asked to consider how to authorise the monthly supplier payments.

Item 73

To consider the requirements of the HSBC Bank Mandate and appoint signatories as required.

The Council manages its day-to-day banking with HSBC – despite the local branch relocating to Saxmundham we are still able to pay in cheques (our main requirement) at the Post Office on Cumberland Street.

At the beginning of every new Civic Term it is a requirement that the Council renews it's bank mandate in order that only existing Councillors are signatories to the Councils account – the main requirement on signatories is the signing of cheques – either petty cash cheques to be cashed, or cheques to pay for services or award as prizes (rare these days!!).

A copy of the mandate is uploaded separately to SharePoint. Traditionally, all Members of the Finance Committee have been signatories on the Councils HSBC bank mandate, whilst page 1 and 2 require additional statements to be made. It is proposed that the Committee it agrees responses to questions on pages 1 and 2 and agree that Members present sign the mandate.

Members are asked to consider the requirements of the HSBC Bank Mandate and appoint signatories as required.

Item 74

To appoint Members as signatories to the Suffolk Building Society Mandate.

The Council's precept is received into our account with the Suffolk Building Society (formally Ipswich Building Society), and the balance of the accounts represents the majority of the Councils reserve.

As with the HSBC mandate, the mandate for this account should be reconsidered at the beginning of the New Civic Term. The mandate is uploaded separately to SharePoint, and as can be seen four signatories are required – it is proposed that the Chair and Deptuy Chair of the Committee, plus two other Members be appointed as signatories.

Members are asked to appoint signatories to the Suffolk Building Society Mandate.

Item 75

To consider a recommendation from the Amenities Committee regarding the Elmhurst Park Changing Place projects.

The Amenities Committee considered an item at their meeting on May 24th regarding the installation of the Changing Places toilets in Elmhurst Park – the item and decision are provided below:

Woodbridge Town Council have resolved to demolish the existing toilets in Elmhurst Park and replace them with a modular facility, including a Changing Places toilet. The Council agreed to appoint Rise Adapt Ltd, a market leader in the installation of Changing Places toilets, to undertake both the demolition and installation work on the Council's behalf. The Council approved the below quotation (including the enhanced warranty), for a total cost of £117,300.

COSTS

Below are our proposed costs to deliver your new CP Pod + 2:

Modular CP Pod: £89,000.00
Design, build, delivery, installation, commissioning, registration, training, and warranties.

Demolition, Groundworks & Services: £26,500.00
Concrete foundation system with services connections. Includes all professional fees.

Total Cost: £115,500.00
Excluding VAT. Pricing valid for 90-days. Payment terms TBC.

Enhanced Equipment Warranty: £1,800 (Optional)
Additional 4-years equipment maintenance, as detailed on page 08.

The Council currently has £79,800 in an EMR for this project, with East Suffolk Council due to provide match funding of £37,500.

The Council was advised by the Planning Authority (after approving the quotation), that Planning Permission would be required for the demolition of the existing block. Whilst the application is now live on the Authority's website, there has been frustrating delays in the

validation process, and we have now exceeded the 90 day term provided on the original quotation.

Understandably, Rise Adapt have advised that due to rising costs of building materials, an updated quotation has to be submitted to WTC. This document is uploaded in full to SharePoint, and the summary page provided overleaf:

COSTS

Below are our proposed costs to deliver your new CP Pod + 2:

Modular CP Pod: £96,800.00
Design, build, delivery, installation, commissioning, registration, training, and warranties.

Demolition, Groundworks & Services: £26,500.00
Concrete foundation system with services connections. Includes all professional fees.

Total Cost: £123,300.00
Excluding VAT. Pricing valid for 90-days. Payment terms TBC.

Enhanced Equipment Warranty: £1,800 (Optional)
Additional 2-years equipment maintenance, as detailed on page 08.

The total cost to WTC will now be £125,100, and therefore we have a deficit of £7,800 to make up.

Unless the Committee wishes to utilise the majority of its own budget, the only realistic source of funding for this project is the Councils Community Infrastructure Levy (CIL) reserves.

381	EMR CIL 2022-23	40,484.28		40,484.28
382	EMR CIL 2023-24	0.00	4,008.96	4,008.96

The Committee would be required to make a recommendation to Finance Committee or Town Council to consider the use of the reserves for this project.

Members are asked to consider an updated quotation received from the Council's approved supplier for the Elmhurst Park Changing Places toilet.

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57. <u>To consider an updated quotation received from the Council's approved supplier for the Elmhurst Park Changing Places toilet</u>

The Committee agreed to recommend to the Finance Committee that the additional £7,800 required to fund the Elmhurst Park Changing Places toilet be met from the EMR 381 – CIL 2022-23.

The current position of the Council's EMR and CIL reserve are provided overleaf. Members will note the £1000 difference between the reserve report and CIL spreadsheet, which is due to the donation toward the town centre CCTV still being unclaimed.

The Terms of Reference for this Committee state:

The Committee shall:

a monitor and make recommendations in respect of all proposed:

i. capital expenditure including the revenue implications thereof,

Members are asked to consider a recommendation from the Amenities Committee regarding the Elmhurst Park Changing Place projects.

Woodbridge Town Council 2023-2024

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
315	Future Years Maintenance Res.	17,290.25	29,320.00	46,610.25
320	20mph Scheme Fees	6,135.00	2,000.00	8,135.00
325	EMR Amenity Projects	2,950.00	-2,950.00	0.00
330	EMR KF Play Area Equipment	21,732.70	9,450.00	31,182.70
331	EMR KF Maintenance	5,549.01		5,549.01
335	EMR Elections	7,695.48	2,000.00	9,695.48
340	EMR SH Building Mainenance	86,559.41	3,717.28	90,276.69
345	EMR EP Play Area Equipment	20,000.00	2,500.00	22,500.00
346	EMR EP Bedding	650.00		650.00
350	EMR Community Hall	11,683.00		11,683.00
355	EMR Changing Places	79,800.00		79,800.00
360	EMR - Community Project	31,774.00	10,000.00	41,774.00
362	EMR Discretionary Hardshp Fund	3,500.00		3,500.00
365	EMR Fen Meadow Play Area Equip	17,500.00	2,500.00	20,000.00
370	EMR Staffing Reserve	40,000.00		40,000.00
375	EMR WTC Major Asset Reserve	16,010.24	10,000.00	26,010.24
376	EMR Kyson School CIL	30,000.00		30,000.00
381	EMR CIL 2022-23	40,484.28		40,484.28
382	EMR CIL 2023-24	0.00	4,008.96	4,008.96
390	EMR Flood Defences	3,000.00	2,000.00	5,000.00
395	EMR POS Defences	1,500.00	1,000.00	2,500.00
401	EMR Website Update Project	0.00	5,490.00	5,490.00
		443,813.37	**81,036.24**	**524,849.61**

Date		Receipts during 2016/17	Receipts during 2017/18	Receipts during 2018/19	Receipts during 2019/20	Receipts during 2020/21	Receipts during 2021/22	Receipts during 2022/23	Receipts during 2023/24
22/04/2016		£ 1,122.00							
25/10/2016		£ 3,513.49							
25/10/2017			£ 3,975.41						
25/04/2018				£ 11,783.07					
26/10/2018				£ 6,255.11					
03/05/2019					£ 4,383.71				
29/10/2019					£ 38,895.89				
03/05/2020						£ 3,940.90			
14/10/2020						£ 31,691.61			
20/04/2021							£ 36,105.23		
26/10/2021							£ 4,503.90		
20/04/2022								£ 34,384.39	
01/10/2022								£ 13,616.74	
April									£ 4,008.96
October									
Total Receipts this year		£ 4,635.49	£ 3,975.41	£ 18,038.18	£ 43,279.60	£ 35,632.51	£ 40,609.13	£ 48,001.13	£ 4,008.96

Date		Expenditure from 2016/17 receipts	Expenditure from 2017/18 receipts	Expenditure from 2018/19 receipts	Expenditure from 2019/20 receipts	Expenditure from 2020/21 receipts	Expenditure from 2021/22 receipts	Expenditure from 2022/23 receipts	Expenditure from 2022/23 receipts
16/03/2018		£ 1,581.95							
20/12/2018	Dermalite Machine	£ 997.50							
14/03/2019	Elmhurst Park Toilets	£ 1,625.00							
28/03/2019	Elmhurst Park Shelter /Pergola	£ 431.04	£ 3,796.46						
28/03/2019	Quaker Burial Ground Gate		£ 178.95	£ 1,766.05					
09/05/2019	Elmhurst Park Toilets				£ 485.00				
29/04/2021	Kingston Field Basketball Court						£ 5,585.00		
30/09/2021	Kingston Field culvert						£ 8,440.22		
31/03/2022	ston Field play equipment			£ 16,272.13	£ 16,143.96		£ 26,583.91		
TBA	lmhurst Park CP toilets				£ 26,650.64	£ 13,149.36		£ -	
TBA	Kyson School					£ 22,483.15		£ 7,516.85	
TBA	CCTV donation							£ 1,000.00	
Total Spend this year		£ 4,635.49	£ 3,975.41	£ 18,038.18	£ 43,279.60	£ 35,632.51	£ 40,609.13	£ 8,516.85	£ -
Net		£ -	£ -	£ -	£ -	£ -	£ -	£ 39,484.28	£ 4,008.96

Year	Receipts	Expenditure	Net
2016/17	£ 4,635.49	£ 4,635.49	£ -
2017/18	£ 3,975.41	£ 3,975.41	£ -
2018/19	£ 18,038.18	£ 18,038.18	£ -
2019/20	£ 43,279.60	£ 43,279.60	£ -
2020/21	£ 35,632.51	£ 35,632.51	£ -
2021/22	£ 40,609.13	£ 40,609.13	£ 0.00
2022/23	£ 48,001.13	£ 8,516.85	£ 39,484.28
2023/24	£ 4,008.96	£ -	£ 4,008.96
Total	£ 198,180.41	£ 154,687.17	£ 43,493.24

CIL Balance

£ 43,493.24