

**RAUNDS TOWN COUNCIL**

**FINANCE AND POLICY COMMITTEE**

**Minutes 25 May 2021: Start Time 7.30pm**

**PRESENT**

Cllr R Levell, (Chairman), Cllr K Harrison, Cllr H Howell, Cllr O Curtis, Cllr D Hughes, Cllr S Hughes, Cllr M Levell and Cllr L Wilkes.

**IN ATTENDANCE**

Miss Joanne Coduri, Assistant to the Town Clerk, (Minutes)  
Mr Simon Smart, Operations Manager

**20.21 To Elect a Chairman of the Finance and Policy Committee**

**RESOLVED** that Cllr R Levell be elected as Chairman of the committee.

**21.21 To Elect a Vice Chairman of the Finance and Policy Committee**

**RESOLVED** that Cllr K Harrison be elected as Vice-Chairman of the Committee.

**22.21 To receive apologies for absence.**

None received.

**23.21 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None received.

**24.21 Notification of members questions in compliance with the council's standing orders.**

None received.

**25.21 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM

**None received.**

**26.21 Minutes: to confirm the minutes of the Finance and Policy Committee meeting held 2 March 2021.**

**RESOLVED** to confirm the minutes of the meeting held on 2 March 2021.

- 27.21 Internal Audit Report:** To review the interim report of the internal auditor, [Feb 2021](#) and [May 2021](#).

Members reviewed both reports of the internal auditor as shown.

**RESOLVED to note the report.**

- 28.21 [Bank Reconciliations](#):** To approve the bank reconciliations for December 2020 to March 2021.

**RESOLVED to approve the bank reconciliations for December to March 2021.**

- 29.21 The Annual Accounts:**

- a) To approve the [Year End Accounts](#) to 31<sup>st</sup> March 2021

Cllr Levell presented the income and expenditure report in conjunction with the year end accounts as shown in appendix 1 and answered members questions there-on.

Members were informed that Cllr S Hughes was in the process of securing S106 monies for High Street Improvements. In the addition to the reserve already accumulated, further funding will be sourced for the skate park. Roxhill are to be contacted regarding the money that was promised for the skate park and Meadow Lane.

Following discussion, it was...

**RESOLVED to recommend to Full Council to approve the accounts.**

- b) To approve the [Annual Governance Statement](#) for the Year Ending 2020/21.

Members reviewed the Annual Governance Statement as shown and it was...

**RESOLVED to recommend to Full Council to approve the Annual Governance Statement 2020/21.**

- c) To approve the [Accounting Statements](#) for the Year Ending 2020/21.

Members reviewed the Statement of Accounts as shown and it was...

**RESOLVED to recommend to Full Council to approve the Accounting Statements 2020/21**

**RESOLVED to thank Kate Houlihan for her hard work and additional time in preparing the accounts.**

**30.21** Payments for Approval: To approve the payments made since the last Finance Committee Meeting.

**RESOLVED to approve the payments list for January – March 2021.**

**31.21** **Annual Report:** To consider members of a working party for the Annual Report and a date to meet.

Members agreed that the annual accounts will be published online as soon as it is available. A working party will be formed to discuss details of an A5 booklet to be published and sent to all households in Raunds.

**RESOLVED for the working party members to include Cllr R Levell, Cllr Harrison, Cllr Howell, Cllr D Hughes and Cllr M Levell.**

**32.21** **Saxon Hall Terms & Conditions:** To approve the new Terms and Conditions for the use of the Saxon Hall.

Members made some amendments to the Saxon Hall Terms and Conditions and it was...

**RESOLVED for the office to make the amendments and for Cllr Howell and Cllr M Levell to go through them and bring them back to the next meeting for further review.**

**33.21** **Raunds Music Festival:** To consider a request from Raunds Music Festival to have free use of the Saxon Hall on 27<sup>th</sup> November 2021 and 4<sup>th</sup> December 2021 free of charge or at a reduced rate.

**RESOLVED to recommend to Full Council that the Music Festival have use of the Saxon Hall free of charge on 27 November and 4 December 2021.**

**34.21** **Windmill Primary School:** To consider a request from Windmill Primary School to have the use of Millfield for vehicles to gain access to the school for their Summer Fayre on 10<sup>th</sup> July 2021.

**RESOLVED to recommend to Full Council that request for use of Millfield is agreed.**

There being no further business the meeting concluded at 21:29pm

Approved: ..... (Town Mayor)

Meeting date: .....8 June 2021 .....(Council)

-----

Confirmed: ..... (Chairman)

Meeting date: .....20 July 2021.....Committee)

## Appendix 1: Income and Expenditure Report to 31 March 2021

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Administration</u>					
Miscellaneous Income	0	382	382		
Grants	5,315	0	(5,315)		
Photocopying (Income)	0	164	164		
Precept	501,070	501,070	0		
Bank Interest & Dividends	896	2,000	1,104		
Administration :- Income	<b>507,281</b>	<b>503,616</b>	<b>(3,665)</b>		
Meeting Costs	273	541	268		268
Elections	0	2,550	2,550		2,550
Mayor's Allowance	599	2,550	1,951		1,951
Chain of Office/Mayoral Board	73	1,623	1,550		1,550
Mayor's Civic Service	0	714	714		714
Bank Charges	743	368	(375)		(375)
Professional Fees	3,061	2,705	(356)		(356)
Accountancy & Audit Fees	2,089	2,600	511		511
Health & Safety	508	1,224	716		716
Janitorial Supplies/Cleaning	256	0	(256)		(256)
IT/Office Equip/Upgrades	1,056	1,300	244		244
Stationery Supplies	1,072	1,082	10		10
Postage	260	866	606		606
Insurance	4,938	7,140	2,202		2,202
Subscriptions	3,918	3,060	(858)		(858)
Printing & Photocopying	3,450	3,152	(298)		(298)
Cllrs Expenses	0	1,800	1,800		1,800
Civic Photograph	0	541	541		541
Advertising (Media)	205	0	(205)		(205)
Newsletter	5,768	3,060	(2,708)		(2,708)
Website	850	541	(309)		(309)
Flags	141	163	22		22
Utility Bills: Telephone/Inter	0	2,700	2,700		2,700
Bad Debts	0	158	158		158
Contingency	0	1,051	1,051		1,051
Business Interface	0	2,051	2,051		2,051
Administration :- Indirect Expenditure	<b>29,259</b>	<b>43,540</b>	<b>14,281</b>	<b>0</b>	<b>14,281</b>
<b>Net Income over Expenditure</b>	<b>478,022</b>	<b>460,076</b>	<b>(17,946)</b>		
<u>Offices (The Hall)</u>					
Rents The Hall	27,255	25,000	(2,255)		
Hiring The Hall	675	5,000	4,325		
Offices (The Hall) :- Income	<b>27,930</b>	<b>30,000</b>	<b>2,070</b>		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Professional Fees	125	612	487		487
Health & Safety	0	276	276		276
Janitorial Supplies/Cleaning	476	1,104	628		628
Repairs & Maintenance	5,557	5,100	(457)		(457)
Vandalism	0	552	552		552
Electrical Works	5,100	5,100	0		0
General Grounds Maintenance	0	442	442		442
Security: General	0	276	276		276
Security: Intercom System	0	662	662		662
Security: CCTV	215	717	502		502
Security: Fire Alarm	1,126	828	(298)		(298)
Security: Burglar Alarms	201	221	20		20
Contract Cleaning	372	276	(96)		(96)
Equipment	208	276	68		68
Notice Boards	0	216	216		216
Utility Bills: Electricity	2,702	3,863	1,161		1,161
Utility Bills: Gas	1,732	2,759	1,027		1,027
Utility Bills: Water Rates	360	552	192		192
Utility Bills: Telephone/Inter	1,587	1,656	69		69
Refuse/Waste Disposal	0	552	552		552
Business Rates	6,175	6,120	(55)		(55)
Weddings	42	0	(42)		(42)
<b>Offices (The Hall) :- Indirect Expenditure</b>	<b>25,977</b>	<b>32,160</b>	<b>6,183</b>	<b>0</b>	<b>6,183</b>
<b>Net Income over Expenditure</b>	<b>1,953</b>	<b>(2,160)</b>	<b>(4,113)</b>		
<u>Saxon Hall</u>					
Furlough Grants	4,992	0	(4,992)		
Saxon Hall Hire	0	35,000	35,000		
<b>Saxon Hall :- Income</b>	<b>4,992</b>	<b>35,000</b>	<b>30,008</b>		
Salaries (Saxon Hall)	23,287	36,050	12,763		12,763
Pension Costs (Council Cont.)	4,329	7,725	3,396		3,396
Protective Clothing	128	268	141		141
Professional Fees	0	268	268		268
Health & Safety	0	536	536		536
Janitorial Supplies/Cleaning	10	804	794		794
Advertising & Marketing	706	1,607	901		901
Repairs & Maintenance	1,302	2,101	799		799
Vandalism	0	536	536		536
General Grounds Maintenance	0	1,051	1,051		1,051

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Security: General	468	2,143	1,675		1,675
Security: CCTV	242	788	546		546
Security: Fire Alarm	177	525	349		349
Security: Burglar Alarms	182	268	86		86
Contract Cleaning	601	697	96		96
Equipment	10	536	526		526
Performing Rights Society	66	643	577		577
Utility Bills: Electricity	3,311	4,286	975		975
Utility Bills: Gas	3,338	5,358	2,020		2,020
Utility Bills: Water Rates	280	1,072	792		792
Utility Bills: Telephone/Inter	973	536	(437)		(437)
Utility Bills: Mobile Phones	0	107	107		107
Refuse/Waste Disposal	3,250	2,679	(571)		(571)
Business Rates	6,761	4,500	(2,261)		(2,261)
Piano	0	54	54		54
<b>Saxon Hall :- Indirect Expenditure</b>	<b>49,421</b>	<b>75,138</b>	<b>25,717</b>	<b>0</b>	<b>25,717</b>
<b>Net Income over Expenditure</b>	<b>(44,429)</b>	<b>(40,138)</b>	<b>4,291</b>		
<u>Open Spaces</u>					
Open Spaces Hire	0	723	723		
Verge Mowing Reimbursement	2,333	2,333	(0)		
<b>Open Spaces :- Income</b>	<b>2,333</b>	<b>3,056</b>	<b>723</b>		
Professional Fees	838	510	(328)		(328)
Health & Safety	0	261	261		261
Improvements	4,755	4,641	(114)		(114)
Security: CCTV	306	0	(306)		(306)
Equipment	227	0	(227)		(227)
Utility Bills: Electricity	465	0	(465)		(465)
Refuse/Waste Disposal	500	0	(500)		(500)
Skate Park	750	3,060	2,310		2,310
Trees	7,025	10,710	3,685		3,685
Gardening/ Horticulture	7,957	12,750	4,793		4,793
Grounds Maintenance/Agency	48,297	44,880	(3,417)		(3,417)
Play Equipment	3,414	4,370	956		956
Signs	184	0	(184)		(184)
GMC Admin/supervision Charge	7,023	10,404	3,381		3,381
Street Furniture	2,615	4,590	1,976		1,976
<b>Open Spaces :- Indirect Expenditure</b>	<b>84,356</b>	<b>96,176</b>	<b>11,820</b>	<b>0</b>	<b>11,820</b>
<b>Net Income over Expenditure</b>	<b>(82,022)</b>	<b>(93,120)</b>	<b>(11,098)</b>		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Cemeteries &amp; Church Yards</u>					
Fees	4,300	3,000	(1,300)		
Interments - Income	8,518	6,000	(2,518)		
<b>Cemeteries &amp; Church Yards :- Income</b>	<b>12,818</b>	<b>9,000</b>	<b>(3,818)</b>		
Professional Fees	0	273	273		273
Health & Safety	0	273	273		273
Repairs & Maintenance	40	6,426	6,386		6,386
Business Rates	848	1,449	601		601
Interments - Expenditure	4,580	4,370	(210)		(210)
Memorials Testing & Repair	0	2,142	2,142		2,142
Church Wall Maint & Repairs	0	546	546		546
<b>Cemeteries &amp; Church Yards :- Indirect Expenditure</b>	<b>5,468</b>	<b>15,479</b>	<b>10,011</b>	<b>0</b>	<b>10,011</b>
<b>Net Income over Expenditure</b>	<b>7,349</b>	<b>(6,479)</b>	<b>(13,828)</b>		
<u>Market</u>					
Market Rents	670	2,000	1,330		
<b>Market :- Income</b>	<b>670</b>	<b>2,000</b>	<b>1,330</b>		
Utility Bills: Electricity	773	612	(161)		(161)
Utility Bills: Water Rates	762	270	(492)		(492)
<b>Market :- Indirect Expenditure</b>	<b>1,536</b>	<b>882</b>	<b>(654)</b>	<b>0</b>	<b>(654)</b>
<b>Net Income over Expenditure</b>	<b>(866)</b>	<b>1,118</b>	<b>1,984</b>		
<u>Car Parks</u>					
Repairs & Maintenance	40	520	480		480
<b>Car Parks :- Indirect Expenditure</b>	<b>40</b>	<b>520</b>	<b>480</b>	<b>0</b>	<b>480</b>
<b>Net Expenditure</b>	<b>(40)</b>	<b>(520)</b>	<b>(480)</b>		
<u>Public Lighting</u>					
Repairs & Maintenance	203	1,071	868		868
Utility Bills: Electricity	760	510	(250)		(250)
<b>Public Lighting :- Indirect Expenditure</b>	<b>963</b>	<b>1,581</b>	<b>618</b>	<b>0</b>	<b>618</b>
<b>Net Expenditure</b>	<b>(963)</b>	<b>(1,581)</b>	<b>(618)</b>		
<u>Section 137</u>					
Donations - S137	1,540	2,101	561		561

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Remembrance Day - S137	0	58	58		58
Section 137 :- Indirect Expenditure	<b>1,540</b>	<b>2,159</b>	<b>619</b>	<b>0</b>	<b>619</b>
<b>Net Expenditure</b>	<b>(1,540)</b>	<b>(2,159)</b>	<b>(619)</b>		
<u>Tourism &amp; Entertainment</u>					
Christmas Sponsorship Income	105	0	(105)		
Tourism & Entertainment :- Income	<b>105</b>	<b>0</b>	<b>(105)</b>		
Equipment	71	500	429		429
Floodlighting of Churches	991	750	(241)		(241)
Christmas: Trees (Square/TH)	1,267	2,500	1,233		1,233
Christmas Lights: Contractor	28,906	22,000	(6,906)		(6,906)
Christmas: Switch On Event	3,747	7,000	3,253		3,253
Remembrance Sunday	0	500	500		500
Halloween	0	550	550		550
VE Day	3,427	5,000	1,573		1,573
Events Contingency	0	1,000	1,000		1,000
Mayors Show	0	6,500	6,500		6,500
Raunds Summer Picnic	0	5,400	5,400		5,400
Nene Valley Festival	0	1,500	1,500		1,500
Tourism & Entertainment :- Indirect Expenditure	<b>38,410</b>	<b>53,200</b>	<b>14,790</b>	<b>0</b>	<b>14,790</b>
<b>Net Income over Expenditure</b>	<b>(38,305)</b>	<b>(53,200)</b>	<b>(14,895)</b>		
<u>Public Conveniences</u>					
Utility Bills: Electricity	680	557	(123)		(123)
Utility Bills: Water Rates	796	546	(250)		(250)
Business Rates	1,597	1,393	(204)		(204)
Healthmatic Lease	11,789	11,621	(168)		(168)
Public Conveniences :- Indirect Expenditure	<b>14,862</b>	<b>14,117</b>	<b>(745)</b>	<b>0</b>	<b>(745)</b>
<b>Net Expenditure</b>	<b>(14,862)</b>	<b>(14,117)</b>	<b>745</b>		
<u>Community Development</u>					
Miscellaneous Income	60	0	(60)		
Grants	750	0	(750)		
Community Development :- Income	<b>810</b>	<b>0</b>	<b>(810)</b>		
Youth Work	0	5,100	5,100		5,100
Older People/Social Isolation	5,318	5,100	(218)		(218)



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Museum Services	0	1,020	1,020		1,020
Community Development :- Indirect Expenditure	<b>5,318</b>	<b>11,220</b>	<b>5,902</b>	<b>0</b>	<b>5,902</b>
<b>Net Income over Expenditure</b>	<b>(4,508)</b>	<b>(11,220)</b>	<b>(6,712)</b>		
<u>Personnel</u>					
Furlough Grants	3,560	0	(3,560)		
Personnel :- Income	<b>3,560</b>	<b>0</b>	<b>(3,560)</b>		
Salaries (Hall)	96,761	93,905	(2,856)		(2,856)
Salaries (Temp Staff)	260	0	(260)		(260)
Pension Costs (Council Cont.)	21,440	29,174	7,734		7,734
Car & Expenses Allowances	225	0	(225)		(225)
Staff/Cllr Training	1,083	2,500	1,417		1,417
Payroll Charges	360	569	209		209
Personnel	159	517	358		358
Personnel :- Indirect Expenditure	<b>120,289</b>	<b>126,665</b>	<b>6,376</b>	<b>0</b>	<b>6,376</b>
<b>Net Income over Expenditure</b>	<b>(116,729)</b>	<b>(126,665)</b>	<b>(9,936)</b>		
<u>Devolved Services</u>					
Devolved Services	0	82,000	82,000		82,000
Devolved Services :- Indirect Expenditure	<b>0</b>	<b>82,000</b>	<b>82,000</b>	<b>0</b>	<b>82,000</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(82,000)</b>	<b>(82,000)</b>		
<u>EMR</u>					
Ear Marked Reserves	452,835	0	(452,835)		(452,835)
EMR :- Indirect Expenditure	<b>452,835</b>	<b>0</b>	<b>(452,835)</b>	<b>0</b>	<b>(452,835)</b>
<b>Net Expenditure</b>	<b>(452,835)</b>	<b>0</b>	<b>452,835</b>		
Grand Totals:- Income	<b>560,499</b>	<b>582,672</b>	<b>22,173</b>		
Expenditure	<b>830,274</b>	<b>554,837</b>	<b>(275,437)</b>	<b>0</b>	<b>(275,437)</b>
<b>Net Income over Expenditure</b>	<b>(269,775)</b>	<b>27,835</b>	<b>297,610</b>		
<b>Movement to/(from) Gen Reserve</b>	<b>(269,775)</b>				