

PRESENT:

Councillors: R Bird, T Wallace, N Jejna, M Stockwood, A Shelton and N Mees.

Officer: J Riddle (Town Clerk)

Members of the Public: 0

1. **APOLOGIES FOR ABSENCE**

In the absence of the Chair and Vice Chair, a vote was taken to appoint a Chair for the meeting. Councillor R Bird was duly elected for the meeting. Apologies for absence were received and accepted from Councillors E Georgiou and F Purdue-Horan.

2. **DECLARATIONS OF INTEREST**

No declarations were received.

3. **MINUTES**

The minutes of 04 March 2025, Folios 10267 to 10270 were taken as read, approved and signed by the Chairman as a correct record.

4. **OUTSTANDING DECISIONS AND AGREE FURTHER ACTIONS**

The committee noted the updated decisions and actions report.

5. **ACCOUNTS PAID REPORT TO 31 MARCH 2025**

RESOLVED: to approve the accounts paid report of £89,477.30 to 31 March 2025.

6. **BANK RECONCILIATIONS**

RESOLVED: to approve the reconciliation reports to 28 February 2025 and 31 March 2025.

7. **ACCOUNTS FOR THE YEAR ENDING 31 MARCH 2025**

RESOLVED: to approve the accounts to the year ending 31 March 2025.

8. **RESERVES PLAN**

The committee reviewed the reserves expenditure for 2024/25 and considered the updated 2025-2028 reserves plan.

RECOMMEND: approval of the updated three year reserves plan from 2025-2028.

9. **CODE OF CONDUCT**

The committee reviewed the adopted Code of Conduct and no alterations were noted.

RECOMMEND: re-approval of the Code of Conduct.

10. **FINANCIAL REGULATIONS**

The committee reviewed the new draft model financial regulations and considered the draft limits within the regulations.

RECOMMEND: adoption of the new Model Financial Regulations with acceptance of the limits.

11. **CLEANING CONTRACT**

The committee noted the work to obtain three quotations and agreed to proceed to a decision to secure continuity of service based on two quotations and average hourly rate information. It was noted that if a one year contract was awarded, a review would take place of service levels prior to expiry of the contract. Subject to confirmation from the Council's HR providers regarding contract length, it was agreed to:

RESOLVED: to proceed to accept the quotation of £5824 from J Perring for weekly contract cleaning of the Old Court House for 1 year.

12. **TABLET PURCHASE**

RESOLVED: to approve the purchase of an Apple Ipad for online banking with costs to be incurred of up to £330 from the Office Finance budget.

The internal controls would be updated for review and approval of the Ipad for online banking.

13. **BOND MATURITY**

The committee noted the maturity of the 1 year fixed term bond and considered the options for re-investment. It was agreed to

RECOMMEND: re-investment of the £85,000 and interest earned into a 2 year Fixed Term Bond with Redwood Bank at the available rate.

14. **ASSET REGISTER**

RECOMMEND: that the listed items be removed from the Asset Register for the year ending 31 March 2025.

15. **MOTOR INSURANCE**

The Committee noted the renewal of the Town Council's motor insurance policy.

16. **CORRESPONDENCE**

No correspondence was received.

17. **CONFIDENTIAL**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960
PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING
RESOLUTION WAS PROPOSED, SECONDED AND CARRIED:

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw"

The following matters were discussed:

- Confidential notes from the meeting held on 04 March 2025.

RESOLVED: to approve the confidential notes.

- Cogley Lane Land

This item was deferred whilst further information is awaited.

- Chapel Lane Community Land

RECOMMEND: to proceed to negotiate heads of terms to secure the community land and accept legal fees of up to £6500 plus vat with a contingency of £1000 delegated to the Clerk in consultation with the Mayor, Deputy Mayor and Chair of Finance, Policy and Resources if costs for the three elements of work are exceeded

- Butt Field Lease Licences

The committee noted the update and the arrangements for the signing of the retrospective solar lease licence.

The meeting closed at: 8.50pm

.....CHAIRMAN

.....DATE

RECOMMENDATIONS:

- Approval of the updated three year reserves plan from 2025-2028, subject to the alterations noted.
- Re-approval of the Code of Conduct.
- Adoption of the new Model Financial Regulations with acceptance of the limits.
- Re-investment of the £85,000 and interest earned into a 2 year Fixed Term Bond with Redwood Bank at the available rate.
- The listed items be removed from the Asset Register for the year ending 31 March 2025.
- To proceed to negotiate heads of terms to secure the community land off Chapel Lane and accept legal fees of up to £6500 plus vat with a contingency of £1000 delegated to the Clerk in consultation with the Mayor, Deputy Mayor and Chair of Finance, Policy and Resources if costs for the three elements of work are exceeded

RESOLUTIONS:

- Approval of the accounts paid report of £89,477.30 to 31 March 2025.
- Approval of the reconciliation reports to 28 February 2025 and 31 March 2025.
- Approval of the accounts for the year ending 31 March 2025.
- To proceed to accept the quotation of £5824 from J Perring for weekly contract cleaning of the Old Court House for 1 year.
- Approval of the purchase of an Apple Ipad for online banking with costs to be incurred of up to £330 from the Office Finance budget.