



DRAFT MINUTES FOR THE MEETING OF COUNCIL MATTERS MONDAY 13TH JANUARY 2025 AT 6.30PM IN THE GUILDHALL

Present: Councillors D Peters (Chair), C Beavis, T Bennett, J Chinnock, J Hannam (from 1858) and T Robshaw.

Apologies: Cllr Price and Hannam (running late).

In Attendance: Cllrs Auletta, Collinson and Cummings, C Marlton (Town Clerk).

1. APOLOGIES FOR ABSENCE

The Chair read a statement about how the meeting would be conducted and recorded. The apologies were accepted.

The Committee will adjourn for the following items:

PUBLIC QUESTION TIME

Cllr Collinson asked to speak on item 4b relating to the Economy Working Group. It was **AGREED** to suspend standing orders to allow debate at the appropriate time on the agenda.

The Committee will reconvene to consider the following items:

2. CONFIRMATION OF MINUTES

To approve the minutes of 9th December 2024 and update on any matters arising.

The minutes were **AGREED** unanimously as an accurate record of the proceedings.

3. RESERVES POLICY

To review the Reserves Policy.

To **RECOMMENDED** to Full Council that the policy is amended to reflect a minimum of 3-6 month in General Reserves.

4. BUDGET MONITOR

To consider the Budget Monitor including:

a. The reserves projection.

Noted.

b. Proposed earmarked reserves and budget expenditure.

To **RECOMMEND** to Full Council the creation of the following Earmarked Reserves:

Reserves Impact 2024/25		
Reserves at the start of 2024/25	£694,039	
Expected 2024/25 outturn (spend from reserve)	-£1,983	
Earmarked reserve (EMR) - Green Travel	£5,993	Already agreed
Earmarked reserve (EMR) - Van replacement	£20,000	Already agreed
NEW - Suggested EMR - Council website	£8,000	RECOMMEND to Full Council
NEW - Suggested EMR - Replacement of Christmas Lights	£30,000	RECOMMEND to Full Council
NEW - Suggested EMR - Civic Funeral	£1,000	RECOMMEND to Full Council
NEW - Suggested EMR - Emergency Capital Repairs	£100,000	RECOMMEND to Full Council
NEW - Suggested EMR - Community facilities (from Strategic Priorities underspend)	£45,000	RECOMMEND to Full Council
NEW - Suggested EMR - Devolution/Transfer of Assets/Localism	£50,000	RECOMMEND to Full Council
Total est EMR at end 24/25	£259,993	RECOMMEND to Full Council
Total est general reserves end of 24/25	£436,029	

c. The Community/Economy /Environment and PR and Strategic Priorities budgets.

To **RECOMMEND** to Full Council the proposed allocations (highlighted) for: a one off 'tidy up by an external contractor (£10K); and transport feasibility Phase 1 (£10K).

The Committee **AGREED** allocations for: vehicle activated signage purchase (£6K); new bins phase 1 (£5K); Vire Island tidy up (£2.5K); community mapping (£5K); and the removal of £1.5K allocated to community composting in the current financial year.

Community Development 24 25		
Environment/Public Realm		
Committed and spent	5057	
Green travel - Vehicle Activated signage	6000	AGREED by Council Matters
Community Composting Survey	300	Agreed previously
Community composting - next steps after further discussion	0	It was AGREED to remove this £1500 item from the budget plan for the current year
New Bins Phase 1	5000	AGREED by Council Matters
Initial tidy up Vire Island	2500	AGREED by Council Matters
One off 'tidy' up by external contractor	10000	RECOMMENDATION to Full Council
TOTAL	28857	
OVERSPEND	7762	
Economy		
Committed and spent	675	Previously agreed
Transport Feasibility Phase 1	10000	RECOMMENDATION to Full Council
TOTAL	10675	
UNDERSPEND	4325	

Community		
Committed and spent	39328	
Community mapping	5000	AGREED by Council Matters
50% generator cost	355	Previously agreed
TOTAL	44683	
UNDERSPEND	5817	
Strategic Priorities		
Away Day	473	Previously agreed
Emergency resilience grants	15000	Previously agreed
TOTAL	15473	
UNDERSPEND	50859	Please note that £45000 of this underspend is proposed for allocation to Community Facilities EMR
Total Community Development budget	152927	
Total proposed expenditure	99688	
Total UNDERSPEND	53239	

5. DRAFT 2025/26 BUDGET

To consider an initial draft budget for financial year 2025/26 (document attached). Recommendations to Full Council needed on:

a. Annual budget for 2025/26.

To **RECOMMEND** to Full Council the Annual Budget for 2025/26 as drafted, with the caveat that the Community Development budgets are reviewed by each Working Group to ensure that the outlined projects are the priorities.

b. Anticipated spend from Reserve in 2025/26.

To **RECOMMEND** to Full Council the anticipated spend from Reserve in 2025/26 as drafted, noting that the figures are based on estimated year-end figures for 2024/25.

6. MAYOR'S ENGAGEMENTS AND BUDGET

To consider the Mayor's engagements since October 2024 and the current budget.

The Mayor's engagements and budget was **AGREED** unanimously.

7. DATE OF NEXT MEETING

To note the date of the next meeting of the Council Matters Committee – Monday 10th February 2025 at 6.30pm in the Guildhall.

Noted.

*The Committee will be asked to **RESOLVE** to exclude the press and public "by reason of the confidential nature of the business" to be discussed and in accordance with the Public Bodies (Admission to Meetings) Act 1960. (CONFIDENTIAL by virtue of relating to legal and/or commercial matters, staffing and/or the financial or business affairs of a person or persons other than the Council)*

8. BANK STATEMENTS AND RECONCILIATIONS (Standing Item)

To consider the bank statements and reconciliations for September (financial).

These were reviewed and **AGREED**.

9. STAFF ATTENDANCE

To note sickness and overtime balances (personal details).

Noted.

10. STAFFING UPDATE

For any general or urgent updates that required confidential sharing with Councillors (staffing).

None.

The meeting closed at 8.20pm

Catherine Marlton
Town Clerk
January 2025

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