#### MORLEY TOWN COUNCIL

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#### MINUTES OF FINANCE, GENERAL PURPOSES & STRATEGIC COMMITTEE MEETING

#### HELD ‘REMOTELY’ ON WEDNESDAY, 27TH JANUARY 2021

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1. **To record attendance**

Present: Cllrs R Finnigan (Chairman), A Hutchison, M Storey, S Kimberley, W Kidger and

T Leadley. K Oakley, Town Clerk, also attended.

1. **To receive apologies for absence given in advance of the meeting**

There were no apologies.

1. **To consider the approval of reasons given for absence**

None to be considered.

1. Declarations of Disclosable Pecuniary and Other Interests

Cllrs R Finnigan, A Hutchison and W Kidger declared an ‘other’ interest in any relevant items as they are LCC Ward Members.

1. **To approve Minutes of Meeting dated 25/11/2020 (copy attached)**

The Minutes of the Meeting held on 25/11/2020 were agreed as a true and correct record.

1. **To approve Financial Reports for November and December 2020 and Payments and Receipts Registers for November and December 2020 (copies attached) with copy bank statements showing month-end balances**

The Financial Reports for November and December 2020 and the Payments and Receipts Registers for November and December 2020, were approved. The month-end balances shown in copy bank statements, were noted.

1. **To receive verbal update on ‘Town Deal’**

A verbal update was given on progress to date.

1. **To consider and agree items of expenditure under Community Infrastructure Levy (CIL), as follows:-**
2. Provision of supply for EV charging points at these locations; *budget estimates* provided by Northern Powergrid dated 30/1/2020, as follows:-
3. Supply for 1 EV charger at Wellington Street, Morley - £5,100 plus VAT
4. Supply for 2 EV chargers at Morrisons, Queensway, Morley - £3,200 plus VAT
5. Supply for 2 EV chargers at Fountain Street, Morley - £1,600 plus VAT

Total cost = £9,900 plus VAT

**It should be stressed that these ‘budget estimates’ are not formal quotations, as stipulated, and if formal quotations are required, these need to be applied for.**

**Also, these estimates have been provided to Andrew Hickford, LCC and not to Morley Town Council.**

Note: the above expenditure, if approved, will need ratification by Full Council at the meeting to be held on 3/3/21.

Following a discussion, it was agreed that Leeds City Council be asked to contribute to the above from the 85% CIL funding they receive. The Town Clerk was asked to obtain formal quotations from Northern Powergrid, as per their budget estimates and to send maps with locations to all members of this committee. Members supported the proposals, in principle, but further information is required.

1. Quotation 27/11/20 from Churwell Environmental Volunteers for £702.51 (incl VAT) re. replacement bannister and fencing in Clarkspring Woods, Churwell.

The above item (ii) of Community Infrastructure Levy (CIL) expenditure was approved.

1. **To consider and approve expenditure of £4,495.00 plus VAT re. all work as per report and costing dated 27/11/20 from Groundwork re. ‘Greenspace Audit’ (note: see email from Mark Knight, Groundwork, confirming they can offset the total cost using £1,000 Project Support Funding**

It was proposed and agreed that the expenditure in respect of the above Project be approved.Funding to be taken from ‘Special Projects’.

1. **To consider information contained in Town Clerk’s report regarding ‘Online Banking and Electronic Payments’ and determine appropriate option 1, 2 or 3**

A proposal was made and seconded in favour of option 2 – to move the Town Council’s bank accounts to Unity Trust Bank. The Town Clerk to update members on progress at a future meeting.

1. **To note content of email 12/1/21 from C Jolley, Corporate Financial Managements, LCC regarding ‘Local Council Tax Support Grant to Parishes’**

The content of the above email, was noted.

1. **To approve items of expenditure, as follows:-**
2. Salaries, pension contributions and Tax & N.I. for December 2020 and salaries and pension contributions for January and February 2021
3. Invoice dated 13/1/21 from Rialtas Business Solutions Ltd for £260.00 plus VAT re. Annual Support & Maintenance

Both of the above items of expenditure were approved.

1. **To Note Expenditure under Town Clerk’s Delegated Authority (Financial Regulations adopted**

 **4/5/16 – item 4.1) – item for information only:-**

1. Bank charges – October £7.35, November 7.35 and December 2020 £11.20.
2. £200 – Top up Franking machine credit a/c
3. Petty cash expenditure - £8.70 re. postage for committee papers
4. Petty cash expenditure - £30.00 re. flowers
5. Invoice dated 5/11/20 from PKF Littlejohn LLP for £800.00 plus VAT re. External Audit Fee

 2019/20.

1. Petty cash expenditure - £19.14 re. replenishment of First Aid kit
2. Provision of 20 Christmas Hampers for refuse collection staff @ £25.00 each = £500.00
3. Petty cash expenditure - £1.37 re. stationery
4. Invoice dated 30/11/20 from Techmonkeys Ltd for £86.25 plus VAT re. setting up of

 individual email accounts for TC/DTC

1. Petty cash expenditure - £30.00 re. flowers
2. Petty cash expenditure - £3.00 re. stationery

Direct debits/standing orders

10/11/20 – Credit Card £11.99 plus VAT re. Zoom subscription

13/11/20 - £16.63 plus VAT to TalkTalk Limited re. Broadband fee

15/11/20 - £33.80 plus VAT to Techmonkeys Limited re. Office 365/Support fee

15/11/20 - £260.00 plus VAT to Optionbox Limited re. Town Centre WiFi

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All of the above items of expenditure made under Town Clerk’s delegated authority, were noted and approved.

1. **To Receive Items of Correspondence (for information only)**

 None.

1. **Date and Time of Next Meeting**

The next scheduled meeting will be held on Wednesday, 24th March 2021 at 7pm.