

## **Agenda Item 10) Finance Officer's Report**

ERDF Funding Claim The claim for the next funding phase will be submitted before the deadline of the 30th June.

### CIL Planning Income

STC have received £1,584 for two planning applications so far. An EMF 6278 has been set up to facilitate the income and expenditure of this fund. Please find attached in the agenda reports details on the fund and what the funds can be used for.

### H&S Audit Contract.

It has come to our attention that we haven't got sufficient Health and Safety Contract in place. When arranging the initial contract with Moorepay I based it on the service provided by our previous H&S Contract providers a 1-day audit a year. After discussions with Moorepay and the Service Delivery Manager. One day a year is no longer adequate for the number of buildings which the councils now owns and manages and a 4-day yearly H&S audit is required. It takes about 2-2.5 hours on average to carry out the audit on a building of the Guildhall size. We have seven different buildings altogether with all the public toilets classed as one and the completion of the paperwork required.

For the extra 3 days Moorepay have provided three different payment options and I have managed to negotiate a discount for all:

#### **Option 1**

Buy 3 days each year which will be billed upon completion of the individual days.  $£850.00 \times 3 = £2,550.00$  (I can reduce this by 20% =  $£680.00 \times 3 = £2,040.00$ ). As mentioned when we complete a day we will invoice you in full for £850.00 (£680.00). You would then need to repeat this in subsequent years to make sure we have sufficient cover.

#### **Option 2**

Buy 6 days to cover 2021 and 2022. As you would be buying in bulk I am able to reduce the overall cost by 15% (25%).  $£850.00 \times 6 = £5,100.00 - 15\% = £4,335.00$  ( $£637.50 \times 6 = £3,825.00$ ). This option would require us to collect the fees on a monthly basis spread over the next 12 months (£361.25 per month) (£318.75 per month) but you know you then have days for 2021 and 2022 and there'll be nothing to pay on completion of the individual days.

### **Option 3**

Buy 9 days to cover 2021,2022 and 2023. As you would be buying even more in bulk I am able to reduce the overall cost by 20% (25%).  $£850.00 \times 9 = £7,650.00 - 20\% = £6,120.00$  ( $£637.50 \times 9 = £5,737.50$ ). This option would require us to collect the fees on a monthly basis spread over the next 12 months (£510.00 per month) (£478.13 per month) but you know you then have days for 2021, 2022 and 2023 and there'll be nothing to pay on completion of the individual days.

I would recommend going for option 2 so it will takes it to the end of the contract with Moorepay and when the contracts for HR, H&S and Payroll can be reviewed at the same time. A virement of £1,900 for the cost of this year's audit will need to made from reserves.

Please can I have your approval to go for option 2 and your authorisation to transfer the funds from reserves