



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 15th October, 2018 at 6.30pm

FINANCE REPORT no. 29 (2018-19)

Present: Councillors;

P Dutton, A Fleming, R Lewis (Chair), K Prime, D Thomas, M Took, P Widdowson, D Wollweber.

In Attendance: N Rees (Town Clerk). Two members of the public.

REPORT

- 1) **Apologies:** None received.
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr Fleming for 6b & 6c, Cllr Thomas for 6b & 6c, Cllr Prime for 6a, Cllr Wollweber for 6b & 6c.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 17th September, 2018 was accepted as a true record.
- 4) **Matters arising from the minutes.** Cllr Dutton asked about the 'Tommy' silhouette, the Clerk advised that the Royal British Legion were organising the installation at the rear of the Arboretum on the left hand side. This location gave the best results as the brickwork behind allowed the silhouette to stand out.

Cllr Dutton asked about the cash deposits, the Clerk confirmed that all Market Traders had agreed to pay by bank transfer. As regards to dual bank authorisation discussed at the last meeting the Chair Cllr Lewis had attempted to get information from Barclays Bank but they had refused to co-operate until the Chair had given some sample direct debits. This was not possible as the Chair did not have a statement with her at the time. The Clerk would provide a statement but it was notoriously difficult to get Barclays Bank to make changes to the account and the Council would need to consider this as bank signatories may change again at the next elections in May, 2019.

- 5) **Finances:** The Committee received and noted the monthly report of expenditure against the budget and also a report showing the grants awarded this year and the previous year and the remaining balance, which was £6,535 if the current applications at this meeting were approved.
- 6) **Grants and Donations:** To consider the following grant applications and donation requests:

During the consideration of the grant applications and referring to the reports under item 5, it was clear that the Council may not be able to service all the grant applications this year. The Chair, after a discussion with the Clerk, proposed and it was **RESOLVED** that the repayment of the unspent Campus grant (£5,000), which had been received in March 2018 and had been sent to Grant Reserves, should be brought forward for use in this year's grant budget and any unused amounts be put back into reserves at the end of the financial year (March 31st 2019).

- a. Halesworth in Bloom: £3,000. Karen Austin and Gabrielle Maughan attended the meeting. Karen Austin gave a report on the group's activities and explained that they had decided not to enter the Anglia in Bloom competition this year as the competition organisers expected to see new projects every year. The group were busy with many other projects and had supplied details in their application. Cllr Dutton noted that Holton also saw some benefits from the group's work and suggested that they could approach Holton Parish Council for further funding. It was then **RESOLVED** that the Committee approved the grant application for £3,000.
 - b. Royal British Legion: £450. Cllr Wollweber asked if items 6a and 6b were to the same organisation. The Clerk confirmed that payment, if approved, would be made out to two separate payee accounts, the Royal British Legion and the RBL Poppy appeal respectively and the applications were for two different purposes. Cllr Wollweber reported on the plans to line the procession route with large poppies, fixed to lamp posts, bollards, etc. to mark the 100th centenary WW1 commemoration. Cllr Wollweber asked the Committee to consider increasing the grant application to £550, this would allow 100 poppies to be purchased (which were also reusable) and this would be a fitting number for the event. It was then **RESOLVED** that the Committee approved a grant for £550.
 - c. RBL Poppy Appeal: It was **RESOLVED** that the Committee approved a total donation of £50 which would include £18 for the purchase of a wreath for Armistice Day.
- 7) **News Items:** To consider any items for the website/newsletters. The Committee approved permission for the Clerk's office and Cllr Wollweber to look at whether it was possible to list the names of those from Halesworth who had fallen in WW1 categorised by street name but without giving out individual addresses.
 - 8) **ESTA Membership.** To consider renewing the membership. It was **RESOLVED** that the Committee approved payment of £21 for a four year period.
 - 9) **Maintenance:** To consider any maintenance costs: It was suggested by Cllr Prime that the Clerk's Office could advertise via Facebook for anyone interested in providing a quote to repair the Town Sign opposite the Angel Hotel. The Clerk would also try and find out who made the sign originally. The possible addition of a bench and two bins at the Old Station Rd play area using s106 monies would be considered under Open Space improvements at the next monthly meeting.
 - 10) **Correspondence:** The Clerk informed the Committee that he had been contacted by the East Anglian Daily Times to see if the Council would pay £400 towards promoting the Market Place. It was noted that one of the Councillors had also been approached and the EADT had informed them that it was a feature on the whole town rather than just the Market Place. The Clerk would contact the EADT to find out exactly what they were proposing and which businesses had been approached who had agreed to advertise. The Committee were generally more receptive to a town feature but had not agreed any figure or commitment at this stage.
 - 11) **Staff Matters:** The Clerk suggested to the Committee that the type of pensions discussed in July (item 27.10) would be best considered again at the staff reviews in the New Year.
 - 12) **Accounts for Payment:** The following list of accounts was approved for payment.

4206.	EPS Transfers – Neighbourhood Plan Banner	137.50 + vat
4207.	P Welby – Additional hours for N Plan (16.25 hrs less Nat. Ins.) (Neighbourhood Planning – Localism Act 2011 sch9 (from WDC grant)	168.16
4208.	Community News – Advert (Gappa) Open Spaces Act 1906 (ss9&10)	27.50 + vat
4209.	Community News – Advert (Scarecrow Event) LGA 1972 s144	60.00 + vat

<u>4210.</u>	Waveney Norse Ltd – Market Clean – Food Act 1984 s.50	174.99 + vat
<u>4211.</u>	Wissett Parish Council VAS Insurance LGA 1972 s137	18.72
<u>4212.</u>	Google Services; additional Gmail storage (Nick Rees) LGA 1972 s111	15.99
<u>4213.</u>	Homeshred – Confidential Shredding Service (10 bags) LGA 1972 s111	58.33 + vat

DD/Standing Orders:

<u>4214.</u>	Barclays Bank – Bank Charges (LGA1972 s111)	15.81
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Bank & Cash Balances at 10th October, 2018

Current 728	£154,061.61
Community A/c	£5,278.89
Business Reserves 017	£92,396.86
Petty Cash (13/07/18)	£84.57

The meeting was closed at 7.16pm