

**HALESWORTH TOWN COUNCIL**  
**FINANCE COMMITTEE MEETING**  
6.15pm February 16<sup>th</sup> 2015  
HELD IN THE DAY CENTRE  
LONDON ROAD, HALESWORTH

**REPORT**

**Present:** Cllrs; M Took (Chair), A Dunning, L. Smith, P Widdowson, N Bocking

**In attendance:** N. Rees –Acting Clerk, 4 members of the public.

- 1) **Apologies;** None
- 2) **Declarations of Interest:** Cllr N Bocking for item 8 as his son was quoting, Cllr A Dunning and Cllr M Took for item 5 as they were both members of the GAPP group.
- 3) **Minutes:** It was noted that the minutes of the meeting held on the 19<sup>th</sup> January was approved at the monthly meeting held on the 2<sup>nd</sup> February 2015
- 4) **Halesworth Station Building:** Update
  - a. **Review of Damp Survey;** the Acting clerk reported that Propotec Ltd had conducted a damp survey (this had been distributed to the members). The survey had identified that the main cause of the problems appeared to be that the platform had been built up to a much higher level than the ground floor of the Station Building. The damp was penetrating the walls and the Company had recommended a solution by tanking the length of the wall adjacent to the platform at an estimated cost of £15,000 and a damp roof injection course at an estimated £1,500. The Acting Clerk was seeking permission to provide the evidence of the survey to the owners of the building, Network Rail via Abellio Greater Anglia (their agents) in an attempt to get this problem rectified. It was the opinion of the Acting Clerk that this was reasonably beyond the terms of ‘repairing’ in the lease as the building had an inherent defect. It was proposed and agreed that the Committee recommends that the Acting Clerk contacts the owners to progress the matter.
  - b. **Review of initial costings for redecoration of window frames and external timber work:** The Committee received and noted two quotations for redecorating the external timber work; windows frames, cills, fascia etc. It was clear that the two quotations were not ‘like for like’ but it gave an indication of the costs. The Acting Clerk reported that as far as he had been able to establish this work had not been undertaken in the last 15 years, where in fact it should be every 5 years, in accordance with the terms of the lease. It was proposed and agreed that the Committee recommends this work should be undertaken and that the A-Clerk now obtains three comparative quotes for this work.
- 5) **Play Equipment/Park:** Cllr A Dunning reported that the group would be presenting the project at the Halesworth Rising event on March 21<sup>st</sup> but there were no other matters to consider at this stage.
- 6) **Insurance:** Review of renewal quote from Zurich (C.A.S.)
  - a. *Council insurance:* It was noted that the insurance had been reduced by some £221 and a further reduction was offered for a 3 or 5 year commitment. It was agreed that the Acting Clerk would try and obtain a comparison quotation by the next meeting.

- b. *Day Centre insurance:* It was noted that this insurance was currently tied in to Zurich for the next two years and the Committee recommended that this should be paid.
- 7) **Grants: To consider allocating grant application windows for 2015/2016 between a certain threshold:** It was noted that generally grant applications did not comply with the HTC Grant Policy, which states '4.3, The Town Council will expect to be informed of requests for grants exceeding £25 by September of the financial year prior to the funds being required in order that budget provision can be considered'. It was proposed and agreed that the Committee recommends that there are 4 grant windows during the year but that applications for small grants or donations would be considered at any time and also that any emergency grant applications would also be considered at the discretion of the Chair of Finance. **[Note]** The times and details of the grant windows will need to be agreed and the Grant Policy amended to suit.
- 8) **Bus Shelter Cleaning:** The Committee received and noted the two written quotations for the bus shelter cleaning. The Acting Clerk also confirmed that one of the Waveney Norse cleaners would also be interested on an hourly basis. Cllr P Widdowson reminded the Committee that all of these interested parties would need their own relevant public liability insurance. It was noted that this may be a problem and so outside contractors may be the only option. It was agreed that the Acting Clerk would contact Zurich to find out if the Council's insurance covered third parties for this work and pending the outcome the Council would decide at the next monthly meeting.
- 9) **Current Financial Position:** The Committee received the current bank balances and the monthly payments.

Date of Next Meeting: March 23rd, 2014 at 6.15pm

Meeting closed at 6.58pm.