



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 20TH FEBRUARY, 2017 at 6.30pm**

FINANCE REPORT no. 11 (2016-17)

Present: Councillors;

T Gardner, S Leverett, R Lewis (Chair), M Took, P Widdowson, D Wollweber,

In Attendance: N Rees (Town Clerk), 1 member of the public.

MINUTES

- 1) **Apologies:** Cllr A Fleming, Cllr D Thomas
- 2) **Declarations of Interest:** To receive declarations for pecuniary and non-pecuniary interests.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 23rd January, 2017 was accepted as a true record.
- 4) **Matters arising from the minutes:** There were no matters arising
- 5) **London Rd Building:** To consider any updates. The Clerk confirmed that there had been no reply from WDC but this was probably due to Mr Jarvis being away on holiday. The next Cabinet meeting was scheduled for the 16th March, 2016 but there were no more cabinet meetings thereafter until June, due to the elections. The Clerk had not been given a reason why the matter had not been considered at the Cabinet meeting on the 15th February. It was agreed that the Clerk should write a polite letter to Cllr Mike Barnard and Cllr Frank Mortimer thanking them for their interest in the building previously and asking for their support when the proposal was being considered by the Cabinet.
- 6) **Financial Position:** To review the current position. The Committee received and noted the monthly budget figures and a statement of the current reserves.
- 7) **Internal Audit:** To appoint the internal auditor. It was RESOLVED that SALC would be appointed to conduct the internal audit for 2016/2017.
- 8) **Grants & Donations:**
 - a. To consider the grant application from the Halesworth & District Museum. It was RESOLVED that the Committee approved the grant application for £2,430 towards running costs and environmental monitoring equipment, (LGA1972 s144).
 - b. To consider the grant application from the Friends of Halesworth County Library. It was RESOLVED that the Committee approved the grant application for £3,000 towards the refurbishment of the Junior Library Section (LGA (Misc. Prov.) 1976 s19).
 - c. To consider any grant or donation applications. It was noted that the Clerk had received a grant application from Halesworth Heritage Open Days for £1,000. There was insufficient funds available in the budget for grants in this financial year to award the amount requested and as the application had been received on

the 17th February, after the Agenda had been posted, it was not included in the Councillors information packs. The Chair had spoken with the applicant and understood that it could be considered in April 2017 at the start of the new financial year. In the meantime the Committee were asked to consider if the Committee would be likely to approve the application. It was then RESOLVED that the Committee would approve the application for £1,000, payable in the new financial year, subject to receiving further details. The Clerk would forward the grant application to the Committee for consideration at the March or April Finance meeting.

9) **Asset Register:** To review and approve the revised Asset register. The Committee received the revised Asset register which included the Basley Ground Gym and Play equipment and the information boards outside the Library, Angel Hotel and the Station. It was noted that there were also two wall mounted information boards which were not on the register. Although the original cost of these wall mounted boards were unknown (originally provided by Halesworth Connections) it was agreed that they should be included in the register. The Clerk would update the document for the March Finance meeting.

10) **Maintenance:** To consider any maintenance costs

- a. The Clerk reported that Halesworth in Bloom had requested whether the Council would consider paying for some graffiti removal materials to assist HIB to remove graffiti from the Skateboard Park. The Committee appreciated that HIB were willing to undertake the work and agreed to pay £29.97 for the materials.
- b. The Clerk reported that photographic evidence provided by the Museum would suggest that the damp in the Station Building was getting progressively worse. The Clerk advised the Committee that a damp survey had been conducted in 2015 which highlighted the structural problems with the building and the main causes of the damp problem. This survey had been sent to Abellio Greater Anglia but no action had been taken. After receiving the photographs from the Museum, the Clerk had sent the lease and other documents to SALC and the Local Council Public Advisory Service to get advice on the legal position. The Committee agreed that it may also be beneficial for the Clerk to ask a local builder to give an independent assessment of the problem. The Committee would then consider the advice from SALC and LCPAS.
- c. It was noted that the 'springy', one of the new items in the play area in the park had been damaged. It was not known whether this was vandalism or a fault with the equipment. Waveney Norse had been asked to look at the equipment and liaise with the supplier. It was noted that the play area was not lit and perhaps this could be considered in future to deter older youths from congregating in the park at night.

11) **News Items:** To consider any items for the website/Information screen/Mail Chimp. It was agreed to announce the grants awarded to the Museum and the Library.

12) **Accounts for Payment:** To consider the list of accounts for payment

3714.	Sharprint – Annual Service Charge (LGA 1972 s111)	25.00
3715.	LCPAS – Legal advice (LGA 1972 s111).	60.00
3716.	BT Telephone & Broadband quarterly bill (LGA1972 s111)	186.82

13) **Personnel Working Group:** To arrange an annual review for the Clerk and Assistant Clerk. It was agreed that the Clerk would circulate some dates to the Personnel Working Group to arrange a review meeting.

The meeting was closed at 7.18pm