



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 19th February, 2018 at 6.30pm**

FINANCE REPORT no. 22 (2017-18)

Present: Councillors;

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

In Attendance: N Rees (Town Clerk).

REPORT

- 1) **Apologies:** Cllr S Leverett, Cllr K Forster
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr Thomas for 5, 6 & 9, Cllr Took for 5 & 9, Cllr Wollweber for 8.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 29th January, 2018 was accepted as a true record.
- 4) **Matters arising from the minutes.** The Committee agreed with Cllr Wollweber request that the grants donated during the year are put on the website.
- 5) **London Rd Building:** To consider any updates. The Clerk reported that WDC were considering another proposal and then he would arrange another meeting for the whole Council.

Cllr Thomas asked about the London Rd Building Business Plan Group and whether this matter should be considered by that working group or the TDC. The Chair advised that it had been discussed previously that when WDC had an offer to consider the whole Council should meet to review it. It was however agreed that Cllr Thomas made a valid point that there was some duplication and confusion with certain agenda items and committees and work groups. It was agreed that this would be considered at a later Council meeting.

- 6) **Finances:**
 - a. The Committee noted the report on the current financial position and to consider any related financial matters.
 - b. The Clerk reported that he had received a small grant application from Oxblood Molly Dancers. The Clerk asked the Committee to consider this application as it was within the remaining grant budget for this financial year. The Clerk also reported that the organisers had put up a banner on the Saxon Way Bridge but this had been vandalised and subsequently lost. It was then **RESOLVED** that the Committee, appreciating the value of the event and that the organisers had a very limited budget, approved the grant and agreed to increase the requested amount from £175 to £225 to cover the cost of a replacement banner. The Clerk would inform Oxblood Molly Dancers of the purpose of the increase and would request the relevant invoices.
 - c. Repayment of Grants: Cllr Thomas asked whether the Council had received any unspent grants from any organisations. It was noted that the Clerk had written to Campus to request the borehole grant be repaid as it had remained unused for about 16 months. The Chair reported that along with Cllr Wollweber, she would

be raising this question with Campus when they attended the next Campus meeting. Cllr Wollweber requested that in the meantime the Clerk sends another letter making the request for the grant monies to be returned. The Clerk would also investigate the legal position with regard to reclaiming grants for future reference.

- 7) **General Data Protection Regulations:** To consider the appointment of a Data Protection Officer and to consider any associated costs. It was agreed that this would be considered at the next meeting when the Clerk would have some comparative quotes.
- 8) **Station building:** To receive any updates on the damp proofing works. Cllr Wollweber reported that there had been some ingress of water in the HACT office and Study room. Trinity Damp Ltd had been called out to investigate. It was thought that the cause of the problem was under the electricity box where part of the concrete was missing. Eric Hurren, who was contracted to complete the repairs to the building would undertake the work to replace the concrete and make good. It was thought this would take about a morning's work. The other problem discovered, after the recent rain, was the leaking canopy roof over the platform which was puddling on the platform and possibly increasing damp in the Mencap side. It was noted that this should be resolved before work started on the damp proofing works in the Mencap section. The Clerk would report this to Greater Anglia and advise them that this was potentially delaying works and to request that they repair it without delay otherwise the Council would pass on any related costs.
- 9) **Free Parking:** To consider the costs of the free parking for the period April 2018 – March 2019. It was noted that WDC were considering reducing the costs for the free parking to £21,000 but the Clerk was waiting for confirmation. It was noted that the pledged contributions from businesses, parish councils and residents now amounted to £8,150 and hopefully this would increase further. There had been several very generous contributions from residents this year and the Council would acknowledge this fact although the contributors would remain anonymous.
- 10) **Maintenance:** To consider any maintenance costs: The matter of the dilapidated bench on the Wisset Rd/Mill Road junction was discussed. It was noted that s106 monies were not applicable in this case. It was then RESOLVED that the Committee agreed to replace the bench and the existing plaque (Rotary Club – George Richardson) with the same style bench as previously installed at the Playing Fields and Saxon Way. The Clerk would contact the Rotary Club to inform them of the decision and then organise the replacement as soon as possible. The expected costs were in the region of £500 which was well within the current budget for repairs and maintenance.
- 11) **Youth Working:** To consider the costs for youth support services. The Committee received the costs for the Apollo Centre to put on a Youth Club for ten Saturday nights at £50 per night. There was no further funds available from the Grant budget but the Chair offered to pay for this from his Chair's Allowance. The Clerk confirmed that there was £675 remaining. It was RESOLVED to pay £500 to the Apollo Centre for ten additional youth club nights at a total cost of £500.

12) **Accounts for Payment:** The following list of accounts were approved for payment:-

3714.	Coopers – Plumbing Part – Day Centre (Public Health Act 1936 s198)	6.99
3715.	Community News - (LGA 1972 s144 – News/information)	100.00 + vat
3716.	Waveney Self Storage - LGA 1972 s133 maintain public buildings)	154.17 + vat
3717.	URC Church – Election Hustings Event (LGA 1972 s133 public meetings)	15.00
3718.	SCC – Road Closures for Festive Lights and Antiques Fair 2018 (LGA 1972 S144 – Tourism)	100.00

DD/Standing Orders:

3719. BT Telephone and Broadband (Quarterly) LGA 1972 s111 210.94

Approved at the meeting

3720. Oxblood Molly Dancers Grant (LGA 1972 S144 – Tourism) 225.00

Bank & Cash Balances at 19th February, 2018

Current 728	£107,097.00
Community A/c	£5,271.00
Business Reserves 017	£92,258.78
Petty Cash	£77.91

The meeting was closed at 7.05pm