



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 24th JANUARY, 2017 at 6.30pm**

FINANCE REPORT no. 10 (2016-17)

Present: Councillors;

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

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

Minutes

- 1) **Apologies.** None
- 2) **Declarations of Interest:** Non-pecuniary interests: Cllr M Took for 5, Cllr A Fleming for 5, Cllr D Wollweber for 5 & 6, Cllr P Widdowson for 5 & 6, Cllr S Leverett for 5, 6 & 10, Cllr D Thomas for 5, Cllr R Lewis for 5
- 3) **Minutes:** The committee received the report of the Finance & Personnel Committee meeting held on the 19th January, 2016 (approved at the monthly meeting on the 9th January).
- 4) **Matters arising from the minutes.** Cllr Leverett asked whether payment had been made for the new play equipment in the park. The Clerk confirmed that payment had been sent. Cllr Took asked whether the Gappa funds remaining included VAT. The Clerk confirmed that all figures excluded VAT, i.e. it was not taken into account as the VAT would be reclaimed.
- 5) **London Rd Building:** To consider any updates. Cllr Fleming asked whether there had been any response from WDC to the Clerk's email (18th January, 2017) requesting an extension of 3 months to consider WDC's offer for the London Rd Building. The Clerk confirmed that there had been no response. The email had also been copied to Cllr Law and the CEO Mr Stephen Baker.
- 6) **Grants & Donations:**
 - a. To consider the grant application for the Ink Festival. The Clerk confirmed that he was aware that there were two other grants applications pending for the Museum and The Library. The allowance in the budget for grants had a balance remaining of £6,552.18 for this financial year and it was recommended to keep within this budget. The Clerk briefly explained the purpose of this third Ink Festival from the information provided. The Committee were in favour of supporting events that attracted visitors to the town. However, the application was for the rental cost of the New Cut theatre and the Committee had agreed in principle that grants should be spent on materials rather than running costs and overheads where possible, in order to show evidence that the money had been used for the purpose it was intended. It was then RESOLVED that the Committee approved a grant for £500 towards the cost of props and stage equipment and that the Ink Festival would need to comply with the Grant Reporting policy.
 - b. To consider the proposed grant reporting form. It was RESOLVED that the Grant Reporting form was approved with the amendment that the word 'grant' be replaced with 'full grant' in the sentence that follows so that it reads 'Please complete the following table to show how the full grant has been spent' and in the last sentence 'The Council reserves the right to request the repayment of the grant if this information is not provided' to add 'or the repayment of any balance

remaining if the full amount has not been spent'. The Clerk would circulate these amendments.

- c. To consider the amendment to the Grant Policy document (2017). It was noted that the Policy had been amended to reflect the agreement made at the Finance meeting in November to introduce a Grant Monitoring Report for all future grant applications. It was RESOLVED that the amendments to the Grant Policy document were approved.

- 7) **Asset Register:** To review and approve the Asset register. Cllr Wollweber asked why the small notice boards (outside the Station, Library and van Dijke Accountants) were not included. The Clerk was not sure who had bought the notice boards originally but they had never appeared on any previous Asset Register. It was believed that the Notice Boards had been provided as a joint initiative of the Council and Halesworth Business Connections but it would stand to reason that they would be owned by HTC. It was agreed to include these in the Asset Register. The bench on Wissett Rd was also not on the register although it was accepted that it had no value in its current state. Cllr Thomas asked how the Defibrillator was accessed in an emergency and who had a code. The Clerk confirmed that the First Responders checked on the equipment and the Bank and the Clerk also had a code. However in an Emergency, if 999 was called for assistance, the code would be given out immediately if the Defibrillator would be of assistance. It was agreed that this was not obvious and perhaps the Council should advertise the way the system worked for the benefit of the residents. A question was raised as to whether the Gym Equipment and any other play equipment at the Basley Ground belonged to HTC. The Clerk believed that it was owned by Halesworth Playing Fields but this may not be the case. It was agreed that the Clerk would investigate further and include a revised Asset Register for the meeting in February.
- 8) **Risk Assessment:** To review and consider approval of the Council's Risk Assessment document. The Committee received and noted the amendments, the Clerk explained each change and why it was necessary, these included changes necessary as there was another member of staff, amendments recommended by SALC, minor end of year adjustments required to salaries due to monthly changes in tax and National Insurance and general updates on backups. Cllr Wollweber requested that a backup be made on the website in case the company hosting the site ever stop trading. The Clerk agreed to make an image or text backup of the whole site. It was then RESOLVED that the Risk Assessment was approved.
- 9) **Council Insurance:** To review the insurance renewal for 2017/2018 (currently on a 5 year agreement until 2021). It was noted that this proposal was part of a five year deal, the Committee noted the insurance schedule and it was RESOLVED to approve payment of the insurance for 2017/2018.
- 10) **Black Dog Market Events:** To consider the proposal for the four Market Place closures for events during 2017. The Committee noted the additional events planned for 2017, the Clerk confirmed that the applicant would be arranging and paying for the road closures and organising the events so that other than providing electricity (to be agreed) there was no cost to the Council.
- 11) **Maintenance:**
 - a. To consider the acquisition of numbered stakes for Allotments (budget required). The Clerk explained that some of the sites had no plot numbers or means of identification and it would be very useful to have numbered stakes on all the plots. It was noted that Mr Kevin Firmin may be able to assist in placing the stakes on site. It was then RESOLVED that the Clerk had a budget of £200 to get this work completed.
- 12) **News Items:** To consider any items for the website/Information screen/Mail Chimp. It was noted to add instructions on how to use the Defibrillator on the Website, Notice Board

and Library Screen. It may be necessary to create another page on the website for this purpose.

13) **Accounts for Payment:** The following list of accounts for payment were approved for payment.

<u>3714.</u>	Edgar Sewter School – Hire of Hall for 3 meetings (LGA 1972, s134 (4))	156.00
<u>3715.</u>	Waveney Norse – Market Clean (Food Act 1984 s 50)	174.99 + vat

DD/Standing Orders:

<u>3716.</u>	EDF Energy – Market Place Electricity (2) (Food Act 1984 s 50)	31.00
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The meeting was closed at 7.08pm