



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 17th JULY, 2017 at 6.30pm**

FINANCE REPORT no. 16 (2017-18)

Present: Councillors;

P Dutton A Fleming, K Forster, R Lewis (Chair), S Leverett, M Took, P Widdowson.

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

- 1) **Apologies.** Cllr T Gardner, Cllr D Thomas, Cllr D Wollweber
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr S Leverett for item 7.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 19th June, 2017 was accepted as a true record with the amendment that Cllr Thomas was present.
- 4) **Matters arising from the minutes.** There were no matters arising.
- 5) **London Rd Building:** The Clerk reported that WDC's Cabinet had made a decision but as there was a 5 day call in period the decision would not be announced until next week. The Clerk reported that he was under the impression that WDC would agree to the proposal to transfer the building to HTC but subject to agreeing revised terms and conditions. It was agreed that the Clerk would inform the London Rd building users of the present situation.
- 6) **Finances:** The Committee received and noted the report on the current financial position. Cllr Anne Fleming asked whether the unspent Chair's Allowance from last year could be split evenly between two charities; Halesworth Dementia Carers' Fund and the Halesworth Volunteer Centre. It was noted that the balance was £430. The Committee agreed to this proposal and it was then RESOLVED that each charity would receive £215.
- 7) **Grants & Donations:** The Committee considered the grant application from Halesworth Events Management and it was RESOLVED that the Committee approved a grant for the project cost of £3,024.
- 8) **Allotments:** To review the rent for September 2017 – August 2018. The Committee received and noted the report of the Allotment rent and costs for the past year and the projected costs for this year. It was noted that costs for 2017 – 2018 would be slightly higher than the previous year but the rent was expected to cover these costs as all the plots were currently taken. It was then RESOLVED that the Allotment rents would remain the same for the period September 2017 – August 2018.
- 9) **Station building:** To consider any further updates. The Clerk reported that he was still having difficulty in obtaining a third quotation. The companies who had been contacted were asking for a fee to conduct a survey which in the Clerk's opinion would not be an appropriate use of public money.

According to the Council's Financial Regulations (September 2016) on contracts over £5,000 the regulations stated 11b; 'the Clerk shall invite tenders from at least three firms, etc.' and 11d 'If less than three tenders are received for contracts over £5000, the

Council may make such arrangements as it thinks fit for procuring the goods or materials, or executing the works'. The Clerk explained that this meant he had complied with the regulations as he had in fact invited at least five companies to tender for the work and although there were only two quotations received the Council could place an order on this basis.

The Museum had reported that they still wished to have the work carried out in October if possible. It was noted that there was a disparity between the two quotations received so far but the Clerk advised that neither company had quoted for the additional work required to prepare the walls and to redecorate so the final costs were not known. The Clerk had hoped that a Contractor would have been appointed so that the additional works could be identified and priced accordingly. It was agreed that the Clerk would try to obtain a quotation to include all the work so that the Council only needed to deal with one contractor. It was also agreed that the Clerk would try and organise a Station Building Working Group meeting for next week.

- 10) **Free Parking:** To consider arrangements for free parking for the period April 2018 – March 2019. The Clerk reported that he had contacted Andrew Jarvis (WDC Strategic Director) to request the figure for 2018 – 2019 and to request the parking figures for the previous months (January 2017 onwards). The Chair noted that the free parking cost for 2017 – 2018 had included VAT. The Clerk would attempt to reclaim the VAT but would need to verify this with HMRC. If the VAT was reclaimable the Chair would ask the Committee to reserve this as a fund for next year.
- 11) **Advertising budget:**
 - a. To review the current budget. It was noted that the current budget had £730 remaining under Advertising and Publicity which would not provide the £1,500 budget the Communications Working Group had requested. It was noted that the Halesworth Community News articles and advertising space was normally in the region of £50. It was then RESOLVED that the Communications Group would have a budget of £50 per month and that the Clerk had authorisation to place any orders without the need to refer back to the Finance Committee.
 - b. To approve any advertising expenditure: Adverts and posters for the Forum Meeting and any others. It was not known exactly what the costs would be for posters and maps for the Forum meeting but it was noted that the current budget for Printing and Reproduction was currently £1,500. The Committee agreed that this meeting was important and it would be necessary to make sure that the required information was displayed at the meeting. It was then RESOLVED that the Finance Committee would allocate a budget of up to £500 for the Forum meeting and that the Clerk had authorisation to place any orders without the need to refer back to the Finance Committee
- 12) **Maintenance:** To consider any maintenance costs: The Clerk reported that Janet Huckle had written to Waveney District Council to complain about the condition of the Cemetery. The Clerk showed the Committee Mrs Huckle's photographs which would indicate that there was damage to some headstones and a lack of maintenance. It was agreed that if this was the case the Committee would provide any support necessary and would in the meantime request a maintenance schedule from Waveney Norse. The Clerk reported that EPS Transfers had remade four of the Skateboard litter signs which had previously been destroyed by vandals. The Clerk asked the Council to approve the costs which amounted to £144 + vat. However the Clerk confirmed that the Council had not ordered the signs to be remade and EPS had therefore taken instructions from a third party. It was RESOLVED that the Committee approved payment on this occasion as the Council valued EPS excellent service and to maintain the good relationship. The Clerk would write to EPS to confirm that the Council would pay for the additional signs on this one occasion but in future payment would only be made if the order originated from the Clerk's office.

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

3714.	EPS Transfers – Free Parking Honours Board	340.00 +vat
3715.	Viking –Stationary - (LGA1972 s111)	29.52 +vat
4006.	NWG - Water Saxon Allotments, Small Holding & Allotments Act 1908 s23	39.11
4007.	NWG - Water Swan Lane Allmts, Small Holding & Allotments Act 1908 s23	62.26
4008.	NWG - Water Saxon Bed. Allmts, Small Holding & Allotments Act 1908 s23	21.33
4009.	EDF Energy – Market Place Electricity (3) (Food Act 1984 s 50)	22.36

DD/Standing Orders:

4010.	EDF Energy – Market Place Electricity (2) (Food Act 1984 s 50)	25.42
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Bank & Cash Balances at 10th July 2017

Current 728	£99,450.94
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£178.32 (22/05/17)

The meeting was closed at 7.30pm