



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 16th JULY, 2018 at 6.30pm**

FINANCE REPORT no. 27 (2018-19)

Present: Councillors;

T Allen, P Dutton, A Fleming, R Lewis (Chair), K Prime, M Took, P Widdowson, D Wollweber.

In Attendance: N Rees (Town Clerk). Three members of the public.

REPORT

- 1) **Apologies:** Cllr S Leverett
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr D Wollweber for 5c
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 18th June, 2018 was accepted as a true record.
- 4) **Matters arising from the minutes.** Youth Workers: Cllr Wollweber reported that there had been discussions with Eric Sewell (Apollo), Jo McCallum (WDC), Louise Thomas (WDC) and Claire Henwood (Sentinel) regarding a doorstep sports activity project designed to engage young people in the town. The full details were yet to be agreed but the estimated cost of £600 would be equally shared between WDC, Sentinel and HTC (if agreed). There would be two events in August at the Campus site or a similar open space. Cllr Wollweber explained that as the Council did not meet again until the 3rd September it would be necessary for the Finance Committee to agree in principle to the idea so that it could be arranged. It was then RESOLVED that the Committee agreed in principle to funding a third of the cost (£200), subject to the Clerk circulating the details of the project for the Committee members to approve by email.

Armistice Day: Cllr Fleming reported that there would be a procession starting at 11am involving the British Legion, schools, the Police and many other groups for Armistice Day. More details would be available nearer the time.

Finances: The Clerk would chase Cllr Goldson/WDC regarding the matter raised by Cllr Allen on the amount paid for the filming in Halesworth.

News Items: The Clerk reported that WDC had been informed about the anomalies with the short and long term parking arrangements and they would be considering making the instructions clearer.

- 5) **Grants & Donations:** To consider the following grant applications:-
 - a. **Halesworth Dementia Carers Fund:** Jim Fyfe attended the meeting and made a presentation to the Council on the work that the charity undertook and explained the need for the funding to help it continue to provide respite care in the community. It was noted that their services were provided to some of the

surrounding villages but HDCF did receive contributions from some of the other parishes. They were continuing to receive more referrals from Rayner Green but received no financial support. HDCF did ensure that the services provided was not available to residents via Social Services. It was then RESOLVED that the Committee approved a grant of £5,000.

b. Blayze'ing Star: The Clerk reported that there had been no contact from the applicant despite two emails confirming the date and time of the meeting when the application would be considered. It was therefore difficult for the Committee to consider the application as it wished to ask questions about the application which had now been on the agenda on three occasions. It was also noted that the charity operated on a national level and this would be problematical for the Committee under the Grant Policy rules. It was agreed that the Clerk would advise the applicant that it would not consider the application any further but the applicant was free to reapply at a later date.

c. Halesworth & District Museum: Pauline Wilcock attended the meeting and explained that the Museum needed the support of the Council for its operating costs. The Museum did regularly apply for grants from other organisations for specific projects but it could not apply elsewhere for any grants to cover operating costs. The Museum did some fund raising via the Antiques Fair, book sales and talks, it was also fortunate enough to receive donations from residents from time to time. The Museum had also recently increased its 'Friends of Halesworth & District Museum' membership from £5 - £7.50. The Museum would consider raising this again in the future. It was then RESOLVED that the Committee approved a grant of £2,500.

6) **Finances:** To receive the monthly report of expenditure against the budget. The Committee received and noted the monthly report. There were no questions but the Clerk advised that if members wished to see any further break downs of any items in the report he would be pleased to provide it.

7) **Maintenance:** There were no maintenance costs to consider.

8) **Accounts for Payment:** To consider the list of accounts for payment. Before considering the accounts for payment the Clerk passed on a request from the Halesworth Fire Recovery Team that had proposed adverts in the Beccles & Bungay, the Community News and the Bugle announcing that the Market Place was open for business as usual. This was to support the businesses in the Market Place that had suffered from a loss of revenue since the fire at Mansion House. It was proposed that SCC, Cllr Goldson and HTC would share the costs of the advert (£1,200) equally, i.e. £400 each. It was understood that this would be a one off payment; any further advertising would need to be funded by the businesses themselves. The Committee were in favour of supporting the businesses and it was RESOLVED that the Committee agreed to pay a third of the cost of the adverts (£400) but it considered that the estimate was too high and would like to see every effort to reduce the cost. The Council regularly advertised in the Community news and this seemed very high in comparison and furthermore these newspapers might agree to a reduced figure considering the unfortunate circumstances.

The following list of accounts was then approved for payment:

3714.	Millennium Pest Control (Public Health Act 1875 s164)	800.00 + vat
3715.	SALC – Planning Training (LGA1972 s111)	52.00 + vat
3716.	Waveney Norse - Quarterly Market Cleaning (Food Act 1984 s50)	174.99 + vat
3717.	Halesworth Community News – Advert for Scarecrow week	50.00 + vat

DD/Standing Orders:

3718.	EDF Market Place electricity No2 (Jan to July) (Food Act 1984 s50)	31.76
3719.	EDF Market Place electricity No3 (Jan to July) (Food Act 1984 s50)	24.99

Bank & Cash Balances at 13th July, 2018

Current 728	£122,232.65
Community A/c	£5,273.63
Business Reserves 017	£92,350.81
Petty Cash (13/07/18)	£84.57

- 9) **News Items:** To consider any items for the website/newsletters. It was agreed to use the Market Place advert on Facebook and the website once it was finalised.
- 10) **Staff Matters:** To amend the staff contracts in accordance with the recommendations in the internal audit report. Cllr Wollweber asked whether the Clerk actually wished to be in the Local Government Pension Scheme as noted in his contract or whether he was happy with the NEST pension scheme, which was normally used in the private sector. The Clerk was aware that there was a difference but could not recall exactly why it had been changed. The Clerk would investigate the options and report back. The correction to the Clerk's job title, i.e. 'Town Clerk and Responsible Financial Officer' which would then be in accordance with the job description, and had been noted as needing correction by SALC during the internal audit, was approved for amendment.
- 11) **Audit:** Any updates on the External Audit. There were no further updates.

The meeting was closed at 7.30pm