



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 19th JUNE, 2017 at 6.30pm

FINANCE REPORT no. 15 (2017-18)

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.

- 1) **Apologies:** Cllr P Dutton, Cllr K Forster
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr Widdowson for 6 & 7, Cllr Fleming for 6 & 7, Cllr Wollweber for 5a & 7, Cllr Thomas for 8, Cllr Leverett for 6, 7 & 8, Cllr Took for 6 & 7, Cllr Lewis for 6 & 7
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 22nd May, 2017 was accepted as a true record with the correction of Cllr Widdowson's declarations of interest.
- 4) **Matters arising from the minutes:** There were no matters arising.
- 5) **Grants Reports:**
 - a. To review any completed grant report forms: The Committee received and noted that the Ink Festival had returned the Grant reporting form and this was formally accepted. The Clerk confirmed that he had written to congratulate them on a very successful event.
 - b. To review the amendments to the Grant Policy. The Clerk had made further amendments as discussed at the last meeting and it was then RESOLVED that the Grant Policy document was approved.
- 6) **London Rd Building:** To consider any updates: The Clerk had circulated a draft business plan as an alternative to the large document produced by CAS (Community Action Suffolk). The London Rd Building Business Plan Working Group members had felt that the CAS version was unwieldy and that the financial figures were not complete. Cllr Thomas asked whether a plan was necessary as HTC's proposal was quite clear. The Clerk advised that at a previous meeting with WDC's Cllr Mike Barnard and Frank Jennings they had suggested that a business plan was important to demonstrate that HTC had the resources to maintain the building. The Clerk was hopeful that the Committee members would consider the draft plan and put forward suggestions so that it could be completed and approved at the monthly meeting on the 3rd July, in time to submit it to WDC's Cabinet meeting on the 12th July, 2017.
- 7) **Station building:** To consider any further updates on the damp proofing quotations. The Clerk had produced a brief comparison of the two quotes received for the damp proofing. A third quotation was still outstanding. The Chair felt it was important to obtain three quotations before making a decision. Brain Howard (Museum) had also produced a report on the expected timescales and inevitable disruption that the work would create. It was noted that he predicted that the Museum would need to close for three months and that

the HACT office would need to be temporarily relocated to a suitable site with space for the buses to park. It was agreed that the Clerk would organise a Station Building Working Group meeting to discuss the matter further.

- 8) **Neighbourhood Plan:** To consider any estimates or costs. There were no confirmed costs at this stage but the Clerk and Cllr Thomas both considered a budget of £25,000 would be a fair estimate. This matter would be left to the Neighbourhood Working Party to confirm at a later stage.
- 9) **Maintenance:** To consider any maintenance costs: It was noted that the first two allocations of Section 106 money currently available and due to expire in September 2017 and January 2018 respectively would initially be spent on replacing the Wissett Rd bench and possibly another Picnic Bench. The Clerk would confirm costs as soon as possible. Cllr Took reported that the Pedestrian crossing lights at the Quay Street roundabout were being obscured by trees. It was also confirmed that reports on Facebook regarding the Defibrillator were inaccurate and that the Defibrillator had been registered with the East Suffolk Ambulance Service in November 2014.
- 10) **Accounts for Payment:** The following list of accounts was approved for payment.

3714.	Waveney Norse – Quarterly Market Clean (Food Act 1984 s 50)	174.99 + vat
3715.	SALC – Councillors Guide	19.65 + vat

Bank & Cash Balances at 19th June 2017

Current 728	£102,242.66
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£178.32 (22/05/17)

The meeting was closed at 6.55pm