



# HALESWORTH TOWN COUNCIL

## **FINANCE & PERSONNEL COMMITTEE MEETING** **MONDAY 19<sup>th</sup> MARCH, 2018 at 6.30pm**

### **FINANCE REPORT no. 23 (2017-18)**

**Present:** Councillors;  
A Fleming, R Lewis (Chair), M Took, D Wollweber, P Widdowson

**In Attendance:** N Rees (Town Clerk).

### **REPORT**

- 1) **Apologies:** Cllr S Leverett, Cllr K Forster, Cllr P Dutton, Cllr D Thomas
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr Wollweber for 8 & 10.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 19<sup>th</sup> February, 2018 was accepted as a true record.
- 4) **Matters arising from the minutes.** Cllr Took asked why the road closures for the Antiques Fair and Festive lights were paid in February. The Clerk explained that SCC could take up to three months to process the application so it was better to apply early.
- 5) **London Rd Building:** The Clerk reported that he would be preparing a business pack of information on the London Rd Building and then would arrange a meeting for the Council in April as agreed at the last monthly meeting.
- 6) **Finances:** The Committee noted the report on the current financial position.

The financial year was nearly completed and the Council's expenditure was currently under the budget, however there were still outstanding invoices totalling just over £1,000 against completed purchases orders.

**Parking:** The contributions were still coming in, businesses had been given up to the 30<sup>th</sup> April to pay and therefore the final figure that the Council would contribute towards the free parking would not be confirmed until May. This year it was looking as if there would be an increased level of contributions from businesses and the Committee were also very pleased to note that it had received £1,150 so far from residents.

The Clerk advised that at the next meeting the Committee would need to consider; the end of year figures, reserves, allotment rents, market rents & Station building rents.

- 7) **General Data Protection Regulations:** The Clerk reported that the DPO centre which had quoted for this service for all Councils had a sliding scale of fees directly related to the precept. For Halesworth this meant that the fees for the first year were £4,650 and the second year £2,850. This was significantly more than the LCPAS (Local Council Public Advisory Service) offer of £500 per year. The Committee had been provided with the details of the LCPAS at the last meeting which outlined exactly what the service provided. The Clerk's office would need to comply with the requirements in the service agreement but the LCPAS would be the appointed GDPR officer. Aside from the costs, LCPAS were based in Suffolk and it would be beneficial to have close support particularly in this first

year of these new regulations, which were primarily designed to protect individual's personal & financial data held by businesses and other organisations. The Committee agreed with the Clerk's recommendation and it was RESOLVED to appoint the LCPAS as the GDPR officer for Halesworth Town Council.

8) **Station building:** The Clerk reported that the Museum and HACT side of the Station Building was now nearly complete. It had been noted that maintenance operatives had been seen on the canopy roof (over the platform) and it was assumed that this was to repair the leak reported at last month's meeting. The Clerk had not received any prior notification but if the repairs had been successful (Cllr Wollweber would try and check this over the next few days) the damp proof repairs could be rescheduled for the Mencap side. This was now likely to be September before Trinity were able to undertake the work. The Clerk drew attention to the invoices for the carpets and building work under item 10 Accounts for payment.

9) **Maintenance:**

- a. The Clerk reported that he had ordered replacement padlocks for the staff car park bollards as the current ones had seized up. The replacement padlocks would have ten keys for HVC and HTC staff (cost approximately £41) but the Clerk would also look at having a key box installed to allow Cllrs to unlock the padlocks for evening meetings.
- b. The Committee noted that there had been damage to some of the sponsor signs on the roundabouts in the recent bad weather; however it was agreed that the Sponsors would need to meet the cost of replacing the signs. There was also damage to one of the Chevrons signs but the Clerk's office had reported this to Suffolk Highways Dept.

10) **Accounts for Payment:**

The Clerk explained the followings accounts, the rates for HTC's office were required to be paid despite the fact that negotiations were still ongoing. The Clerk had purchased the emergency phone and the online backup of the office computer data using his own credit card. Bills for the building works and new carpet had been received for the Station building damp repairs. The Committee agreed that the payment to Martin Stevens directly for his time chairing the Hustings would avoid any complications with payment to non-local charities. Finally Mustard Ltd had to reinstate the website email addresses as the Council's old domain had expired. It was RESOLVED that the Clerk's office would explain on the website that the email contact addresses for each Councillor were redirected through the Clerk's office but only sent to the individual Councillor. It was noted that this should not cause an issue, assuming it was Council business as it would need to be handled by the Clerk's office anyway.

Credit/Prepaid Card

The Clerk asked the Committee to consider obtaining a Credit Card or perhaps a prepaid Card to allow online purchases as many companies now would not accept cheques. It was noted that the Council's bank account was not set up for bacs payments. It was possible to change this but it would require authorised signatories to sign in and approve each payment. The Clerk suggested that a prepaid card could be used to pay for items rather than his own personal card but only if these had been approved at a prior meeting. The Card could be limited to say £50. The Committee were unsure as to whether the auditors would approve of this form of payment and it was agreed that the Clerk would investigate further.

The following list of accounts were then approved for payment:-

**3714.** WDC Annual Rates for London Rd Building (HTC office only) LGA 1972 s111 576.00

<b>3715.</b>	WDC Free parking costs (LGA 1972 s144)	17,500.00 + vat
<b>3716.</b>	Martin Stevens (STOW charity) Hustings Chair (LGA 1972 s111)	50.00
<b>3717.</b>	Acronis Backup for office computers (250gb)1 year subscription (N Rees) LGA 1972 s111	26.66 + vat
<b>3718.</b>	Emergency phone (Carphone Warehouse – N Rees) (LGA 1972 s111)	16.66 + vat
<b>3719.</b>	Viking – Stationary (LGA 1972 s111)	49.08 + vat
<b>3720.</b>	E Hurren Builders - Damp Proof works (Museum) as quote (LGA 1972 s133 Public Buildings)	2109.25 + vat
<b>3721.</b>	Mustard Creative: Website maintenance to reinstate email addresses (LGA 1972 s111)	30.00 + vat
<b>3722.</b>	The Halesworth Carpet Shop – HACT carpets (Station damp repairs) (LGA 1972 s133 Public Buildings)	271.90 + vat

**DD/Standing Orders:**

<b>3723.</b>	WDC Annual Market Place rates - (Market Place - Food Act 1984 s 50)	432.00
--------------	---	--------

**Bank & Cash Balances at 16th March, 2018**

Current 728	£104,286.99
Community A/c	£5,273.63
Business Reserves 017	£92,304.78
Petty Cash	£77.91

The meeting was closed at 7.20pm