



# HALESWORTH TOWN COUNCIL

## FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 23<sup>rd</sup> May, 2016 at 6.30pm

### REPORT

**Present:** Councillors;

A Baldwin, R Lewis, S Leverett, M Took, P Widdowson, D Wollweber

**In Attendance:** N Rees (Town Clerk) Cllr P Dutton, Kevin Vail of Campus Ltd, Tracy Gardner, Manager of Halesworth Volunteer Centre.

- 1) **To elect the Chair & Vice Chair**
- 2) **Apologies:** A Fleming, D Thomas
- 3) **Declarations of Interest:** Non-pecuniary interests; Cllr P Widdowson for any associated interests with his position as Clerk to other parishes, Cllr M Took for 7 & 11, Cllr S Leverett for 6c, 6d & 7, Cllr A Baldwin for 6a, Cllr R Lewis for 6a, 6b, 6d & 7
- 4) **Minutes:** The report of the Finance Committee meeting held on the 18<sup>th</sup> April, 2016 was accepted as a true record.
- 5) **Matters arising from the minutes.** It was agreed that the Clerk would write again to the Friends of Halesworth County Library again to find out whether they wished to have the Media Screen and whether they wished to contribute to the rental costs.

6) **Grants/Donations:**

*a.* Halesworth Campus: £7,400.

The Chair first wished to explain that the previous Council had granted Halesworth Playing Fields Association £2,400 towards legal costs, however HPFA has subsequently applied for a £5,000 loan specifically for the legal fees associated with setting up a new charity involving Campus and the HPFA. It appeared that the Campus application was just for a matched figure, i.e. £7,400 rather than being based on a quotation for the work.

The meeting was opened. Mr Kevin Vail explained that Campus were a LTD non-profit making organisation. It had a small income from the rent of the bungalow on the site amounting to £4,800. The legal fees involved with the amalgamation of HPFA and Campus using London Solicitors was, he said, a huge burden, Mr Vail stated that in his view, local companies may have been considerably cheaper and that paying for legal costs just meant there was less to spend on the facilities. Mr Vail stated that unlike HPFA, Campus Ltd would not be willing to apply for a loan from HTC but instead required a grant, ideally for the amount requested. Mr Vail was asked about the loan from Suffolk County Council and whether this could be used for legal fees. Mr Vail said that the loan was not specific but was intended for upgrading the pitches and drainage.

It was noted that there was not a set of accounts supplied with the application which was one of the normal conditions of the Council's Grant Policy. Mr Vail was then asked to supply a set of accounts and it was agreed to review the application once this information was available.

- b.* Halesworth Twinning Society: RESOLVED that the committee approved the grant for £500
- c.* Halesworth Volunteer Centre: RESOLVED that the committee approved the grant for £2,000
- d.* HPFA Loan: To consider advice from SALC.

The Clerk reported that SALC had offered their legal Department to review the wording of the loan but this would be charged at £45 per hour. The Committee were reluctant to spend money unnecessarily and it was noted that the loan agreement was backed by a personal

guarantee. Cllr Leverett offered to show the document to another Solicitor and to get some guidance at no cost to the Council. It was then RESOLVED that the committee would agree to the loan and the wording of the document subject to there not being any suggested amendments from Cllr Leverett's legal contact.

- e. Campaign to Protect Rural England membership: £36. RESOLVED that as the Council had no recollection of using this organisation in the past and as the Council had recently signed up to another advisory body it was considered unnecessary to renew this subscription.
  - f. Firefighter Charity cycling event sponsorship. RESOLVED that the committee wished to support more local events and organisations and that this request for sponsoring a cycle ride in Sudbury for a national campaign would be declined.
- 7) **London Rd Building:** To consider any associated costs. The Clerk reported that he had been chased again to get the Licence agreement signed. It was noted that HTC had preferred a Lease option rather than a Licence but failed to see why any agreement was necessary as HTC had occupied the building for many years without one. RESOLVED that the Clerk would write to invite Simon Eades to explain to the Council why this licence agreement was necessary.
- 8) **Financial Position:**
- a. To review the end of year figures. The Clerk supplied a breakdown of the end of year figures. These figures directly related to the Audit submission document.
  - b. To approve the internal audit (if available) The Clerk reported that SALC had cancelled the internal audit and now this was rearranged for June 2<sup>nd</sup>. It would therefore be necessary to approve the report at the next monthly meeting.
  - c. To approve the Audit submission. The Clerk provided preliminary figures which he explained, were unlikely to change, except perhaps by a rounding factor. RESOLVED that the Committee approved the figures, subject to any amendments necessary after the internal audit had been conducted.
- 9) **CIL Monies:** To review the Community Infrastructure Levy payments for 2015/2016. The Clerk reported that during the financial year April 2015 - March 2016, the Council had received £361 in Community Infrastructure payments. It had been agreed in April 2015 by the previous Council that two thirds of the CIL payments would be paid to Campus. For future reference, if the structure of the organisation was later amended, it was noted that the resolution did not specifically state 'Campus Ltd' but referred generally to the Campus project. It was then RESOLVED that £241 would be paid to Campus and the balance would be spent on the refurbishment of the Town benches. The Clerk would need to report how the CIL payments were spent on the website by the end of December 2016. The CIL payments made to HTC during the financial year 2016 - 2017 would be considered in May 2017.
- 10) **Maintenance:** To consider any maintenance issues.
- a. **Refurbishment of Town seats:** It was RESOLVED to accept the quotation of £30 plus the cost of the paint to refurbish the metal benches from Mr Kevin Firmin. The timber benches would be considered on an ad hoc basis.
  - b. **Bus Shelter Cleaning:** It was RESOLVED that the quotation from Waveney Norse to clean the bus shelters at £212.87 bi annually was approved.
- 11) **Queen's Birthday Celebrations:** To consider any associated costs. There were no other costs to consider.
- 12) **Accounts for Payment:** RESOLVED that the following list of accounts was approved for payment.

**3714.** Westotec VAS Speed sign brackets 4 @ £50

200.00

<b>3715.</b>	SALC Subscription	1012.52
<b>3716.</b>	Day Centre – Meetings 7 x £12	84.00

**DD/Standing Orders:**

WDC Market Rates	69.00
BT Phone & Broadband	173.06

**Bank & Cash Balances at 23<sup>rd</sup> May, 2016**

Current 728	£132,660.00
Community A/c	£5,268.10
Business Reserves 017	£92,208.12
Petty Cash	£102.48 (30/03/16)

**13) Staff Matters:**

- a. To form an Employment Subcommittee. The Clerk reported that SALC had been asked to clarify how interview panels or panels for any other reason might be best selected in future. SALC had advised that it was better to have a small sub - committee of three Cllrs and it was RESOLVED that an Employment Subcommittee be formed with the Chair and Vice Chair of the Council and with the Chair and Vice Chair of the Finance and Personnel Committee. This would then facilitate a minimum panel of three Cllrs for this purpose.
- b. To review the Clerk's annual pay. This item was held '*in Camera*'. The Clerk left the room. In his absence the Council agreed the NJC Scales 2016 – 2018 and the Clerk was awarded an increase of one point to LC2 30.

The meeting was closed at 8.10pm