



# HALESWORTH TOWN COUNCIL

## FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 22<sup>nd</sup> MAY, 2017 at 6.30pm

### FINANCE REPORT no. 14 (2017-18)

**Present:** Councillors;

P Dutton, A Fleming, K Forster, T Gardner, S Leverett, R Lewis (Chair), M Took, P Widdowson, D Wollweber,

**In Attendance:** N Rees (Town Clerk), 3 members of the public.

### MINUTES

- 1) **Election of Chair:** Cllr Fleming nominated Cllr Lewis, there were no other nominations. All members were in favour and it was then RESOLVED that Cllr Lewis would remain as Chair of the Finance and Personnel Committee
- 2) **Election of Vice Chair:** Cllr Took nominated Cllr Gardner, there were no other nominations. All members were in favour and it was then RESOLVED that Cllr Gardner would become Vice Chair of the Finance and Personnel Committee
- 3) **Apologies:** Cllr D Thomas.
- 4) **Declarations of Interest:** Non-pecuniary interests; Cllr Took for 8, 10 & 14, Cllr Fleming for 8, 10 & 14, Cllr Leverett for 8, 10 & 11, Cllr Widdowson for 8, 10 & 11, Cllr Gardner for 8 & 14, Cllr Wollweber for 8, 10 & 11, Cllr Dutton for 8, 10, 11 & 14, Cllr Lewis for 7a, 8 & 11
- 5) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 24<sup>th</sup> April, 2017 was accepted as a true record with the amendment that under item 5c the sentence should read; 'The Chair reported that she had been advised that the funds, etc., etc.'
- 6) **Matters arising from the minutes.** Cllr Leverett, referring to item 5c, asked whether a grant application had been received from Campus, the Clerk confirmed that he had not received an application. Cllr Took asked about the distribution of the free parking stickers and the Clerk confirmed that the bulk of the stickers had been distributed. Cllr Fleming asked about the fly tipping issue at the Allotments. The Clerk reported that a Skip had been supplied and it was full and awaiting collection.
- 7) **Grants & Donations:**
  - a. **To consider the grant application from Halesworth & District Twinning Society.** Cllr Leverett expressed support for the application and pointed out that the Society worked hard to raise their own funds. It was noted that this year was the 35<sup>th</sup> Anniversary which would be celebrated in Wissett. Cllr Dutton asked for some more background. The meeting was opened to hear from Jo Beck who explained the history of school exchanges over the years and how it was important, particularly in the face of Brexit, to maintain contact with Bouchain and Eitorf. The event was being held in Wissett this year partly due to the much higher costs in holding events in Halesworth and partly as it was a Halesworth and District organisation and they wished to include surrounding villages. The Committee also heard from the Secretary of the Society, who explained that a

new website was imminent and the Society would be attempting to raise their profile locally. Cllr Wollweber offered to link with the Council's website and would promote the Society on the Library Media screen. It was then RESOLVED that the Committee approved a grant for £500.

- b. **To consider the grant application from Halesworth Arts Festival:** Cllr Leverett supported the application and was of the opinion that the festival offered a diverse programme and increased footfall to the town. Cllr Fleming agreed that the event was very well attended and offered a variety of entertainment including; drama, music, comedy and plays in their programme. It was then RESOLVED that the Committee approved a grant for £400.
- c. **To consider any other applications for grants or donations.** There were no other applications to consider.
- d. **To consider any amendments to the Grant Policy.** The Clerk noted some suggestions for minor amendments to the Policy, these amendments would be incorporated into a draft document for the Committee to consider at a later meeting.

8) **London Rd Building:** To consider any updates. The bus had been booked for the Cabinet meeting on the 7<sup>th</sup> June and Cllr Fleming reported that there were currently ten people on the bus with six spaces left.

9) **Audit Submission & Financial Position:**

- a. **To review the final end of report for the year (Apr 2016 – Mar 2017).** The Clerk presented the end of year financial report which formed the basis of the Audit submission.
- b. **To review the report from the Internal Auditors.** The Clerk presented the internal audit report from SALC and highlighted the recommendations for the Council to adopt during this financial year; to increase the fidelity insurance, to update the Standing Orders (this would be actioned later in the year as another 'Model Standing Orders' document would be released soon) and to paginate the minutes so that each page had a consecutive number.
- c. **To review the draft submission for the External Audit for approval at the monthly meeting on the 5<sup>th</sup> June, 2017.** The Clerk presented the draft submission and it was RESOLVED that the Committee recommended approval for the Council to consider at the next monthly meeting on the 5<sup>th</sup> June, 2017. Cllr Dutton complimented the Clerk on his preparation for the audit.

10) **Parking Contributions:**

- a. **To review the list of contributors and final balance for Apr 17 – Mar 18.** The Committee received the list of contributors. It was agreed that the amounts each contributor had paid would be confidential. The list of names would be noted in the HCN, the website and the Library Screen.
- b. **To approve the cost of the Free Parking Honours Board.** The Clerk reported that he was waiting for approval from WDC to see if the board could be positioned in the central island in the Thoroughfare car park, between the two ticket machines. This would however mean that the board would have to be double sided and set into concrete on supporting posts. Until the position of the board was resolved the Clerk would not be able to confirm the final cost.

11) **Station building:** To consider any further updates on the damp proofing quotations. The Clerk reported that Propotec had just conducted a detailed survey and an estimate was due shortly. It was hoped that the Committee would have three quotations to consider by the next meeting.

12) **Maintenance:** To consider any maintenance costs: There were no maintenance costs to report.

13) **News Items:**

- a. **To consider the cost of increasing the editorial space in the HCN.** The Clerk reported that the cost for an additional editorial space in the HCN would be at the equivalent rate of £30 + vat for 500 words. It was noted that this additional editorial would appear on a different page to the regular HTC column. The Committee agreed that this was very reasonable. It was then RESOLVED that the Committee approved the cost for additional editorial space (on the basis of £30 + vat for 500 words) as and when the Council or any of its Committees or Working Groups had a requirement to utilise this service.
- b. **To consider any items for the website/Information screen/Mail Chimp.** It was agreed that there should be short information piece on applying for grants and a brief update on the free parking, the honours board and the distribution of the stickers.

It was agreed that the Clerk would send a letter of condolence for the recent death of Waveney Council leader Colin Law via the Chief Executive. It was also agreed that the Clerk would write a letter of congratulations to Mark Bee for his new position as Leader of WDC.

14) **CIL/106:**

- a. **To receive the CIL (Community Infrastructure Levy) balances and to consider any projects suitable for CIL or 106 monies.** The Clerk reported on the current balance of CIL receipts and the list of 106 payments held by WDC that HTC could apply for, all section 106 monies were time limited and the earliest expired on the 10<sup>th</sup> October, 2017. It was agreed that the Clerk would initially produce a price list of benches, bins and park furniture as a potential shopping list so that the Council may consider using the first one or two s106 funds on selected items to see how the system worked. The Council could then consider grouping later payments together for a larger project.
- b. **To consider the costs for a Neighbourhood Plan.** Cllr Gardner reported that Community Action Suffolk could provide dedicated support for a Neighbourhood Plan. It was also noted that there would be grants available. The Chair, Cllr Lewis was keen to get the process started in view of the potential developments under discussion for Halesworth. The additional 10% of CIL receipts for councils that had a Neighbourhood Plan in place would more than pay for the cost of implementing the plan. Cllr Dutton advised that this may not be the case as the process would take a long time and involved considerable community involvement and commitment. Many of these developments may have already been built by the time a plan was in place. Cllr Forster urged the Committee to get advice, to engage WDC and to start looking at ways to narrow the scope to achievable topics. Cllr Dutton suggested Housing, Infrastructure and Employment. It was agreed to take this proposal to the monthly meeting on the 5<sup>th</sup> June, 2017

15) **Accounts for Payment:** The following list of accounts for payment was approved.

<b>3714.</b>	SALC Internal Audit (LGA1972 s111)	310.00 + vat
<b>3715.</b>	B & B Skips – Swan Lane (Small Holding & Allotments 1908)	200 + vat
<b>3716.</b>	HACT Bus for Trip to WDC Cabinet meeting (Localism Act 2011 87 – 108)	80.00

**DD/Standing Orders:**

<b>3717.</b>	BT Phone and Broadband (LGA1972 s111)	155.26 + vat
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## **Agreed at the Finance Committee meeting 22 05 17**

<b>3718.</b>	Halesworth Arts Festival (LGA 1972 s144)	400.00
<b>3719.</b>	Halesworth & District Twinning (LGA 1972 s144)	500.00

### **Bank & Cash Balances at 8<sup>th</sup> May, 2017**

Current 728	£103,341.67
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£178.32 (22/05/17)

The Clerk advised that in view of the recent cyber-attacks on the NHS, the Council should consider a more robust Anti-Virus software for the office computers and reported that currently the top program was Bitdefender 2017. This program was currently on a half price deal at the moment (£30 per annum for three machines). Cllr Forster offered to supply a contact name for a company that offered offsite backups. The Clerk was reticent about having the Council documents stored elsewhere but would look into it further. The Committee asked the Clerk to ensure that the suggested Anti-Virus program would be compatible with all the Council's systems and to look at more options and bring it back to the Committee for consideration.

The meeting was closed at 7.55pm