



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING

MONDAY 20th November, 2017 at 6.30pm

FINANCE REPORT no. 19 (2017-18)

Present: Councillors;

P Dutton, A Fleming, R Lewis (Chair), M Took, D Wollweber.

In Attendance: N Rees (Town Clerk), 1 member of the public.

- 1) **Apologies.** Cllrs; T Gardner, S Leverett, K Forster, D Thomas, P Widdowson
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr Took for item 10, Cllr Wollweber for item 9.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 16th October, 2017 was accepted as a true record.
- 4) **Matters arising from the minutes.** It was agreed the Clerk would write to Campus again regarding the bore-hole grant and to find out the reasons for the delay. The grant had been awarded in September 2016 but no work had been undertaken so far. It was understood that the money was ring fenced but the Committee felt that it should be returned if it had not been spent by March 31st 2018.
- 5) **London Rd Building:** To consider any updates. The Clerk confirmed that he had spoken to Simon Eades and he had been advised that WDC were keen to progress the negotiations as soon as possible and that HTC would be contacted very shortly.
- 6) **Finances:** To review a report on the current financial position. The Committee noted the report but this was considered as part of the budget figures under item 8.
- 7) **Grants & Donations:** To consider any applications for grants or donations. Please note that these may be deferred to the next scheduled grant window in January 2018.
 - a. Grant application from Blayzeing Star, Group B Strep awareness and support charity. It was agreed that this application would be considered at the Finance meeting in January 2018
 - b. Grant application from INK for the Ink Festival. It was agreed that this application would be considered at the Finance meeting in January 2018.
 - c. Donation for two prizes; It was RESOLVED that the Committee approved the donation for Bungay High School A Level Language and Creative Writing and Graphic Products, £20 each
- 8) **Budget Review:** To review the current budget and to consider setting the budget for April 2018 – March 2019. The Committee noted the suggested budget figures for next year and the additional categories that had been included; Advertising and publicity for committees, General Data Protection regulations and Neighbourhood Plan Steering Group. It was agreed that as there were currently several unknown liabilities such as the London Rd Building, Town Park and toilets which may need to be included and therefore

the budget could not be agreed at this stage. In the meantime the members would consider the current suggested budget figures for discussion at the next finance meeting when the situation might be a little clearer.

- 9) **Station building:** The Clerk had prepared a summary of the costs provided by the museum for storage and removals as a result of the damp proofing works scheduled to start in December/January. Mr Brian Howard attended the meeting and clarified some of the figures which the Clerk had misinterpreted. However two of the quotes from established removal firms were vastly different in price and there remained doubts as to whether the cheaper quote included all the necessary removal, storage and re-delivery costs. The Committee agreed that Mr Howard would get clarification from the removal company and as long as there was no major difference the Clerk could authorise acceptance. The Committee then considered the costs for the carpets to be removed and replaced with some new carpet tiles included to the perimeters where necessary. It was then RESOLVED that the Committee approved the costs of £271.90 for the HACT office and £900.82 for the Museum.
- 10) **Free Parking:** To consider the costs of the free parking for the period April 2018 – March 2019 and to gauge responses so far from businesses and parish councils. The Clerk reported that pledges to contribute to the free parking were still being received. Mrs Prime was also sending out a letter to all her contacts asking for contributions by the 31st December, 2017. The Committee asked the Clerk to write and thank Mrs Prime for organising the letter and for taking the initiative and it was noted Mrs Prime was using her own resources to produce and deliver the letter to the traders. Cllr Fleming reported that she had been approached by some residents wishing to contribute to the free parking. It was agreed that the Clerk could account separately for the additional revenue. The Committee agreed that an additional advert in the HCN would be needed to ask for contributions from residents. Earlier in the evening some members of the Council considered what approach the Council could take when it met with Kerry Blair (Operations Manager for WDC). The Chair of the Council, Cllr Peter Dutton would explain to Mr Blair the need for WDC to take in to consideration recent changes to WDC’s parking costs, HTC’s response to WDC’s Civil Parking Enforcement consultation and the need to encourage visitors to the town without an excessive financial burden on the Town Council and businesses. The Committee noted that Cllr Goldson had reported that he had negotiated free parking on Christmas Eve in the Thoroughfare Car Park and that if there were any costs involved he would pay this from his locality budget.
- 11) **Maintenance:** To consider any maintenance costs: A resident had requested an additional bin along the path adjacent to Edgar Sewter School. Presently there was a dog bin but not a waste bin. The Clerk advised that a waste bin attached to the lamp post would be more suitable in that location. The Clerk had costs for the bin but there would be some additional labour costs from Waveney Norse to fix it. The Committee authorised the Clerk to order the bin.

12) **Accounts for Payment:** The following list of accounts were approved for payment

3714.	Viking – Stationary (LGA1972 s111)	78.50
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DD/Standing Orders:

3715.	BT Phone and Broadband (LGA1972 s111) (Includes £245 call out fee for repairs to internal phone line)	481.80
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Bank & Cash Balances at 17th November, 2017

Current 728	£121,381.98
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£77.91

13) **Staff Matters:** To consider any staff matters: It was agreed that the matter of the Assistant Clerk's hours in relation to evening meetings would be considered at the staff review meetings to be held in January, 2018 but if any changes were necessary these would most probably not be implemented until the new financial year starting 1st April, 2018.

The meeting was closed at 7.37pm