



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 16th October, 2017 at 6.30pm**

FINANCE REPORT no. 18 (2017-18)

Present: Councillors;

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

In Attendance: N Rees (Town Clerk), 5 members of the public.

- 1) **Apologies:** Cllr D Thomas, A Fleming
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr Leverett for items 6, 10 & 11, Cllr Widdowson for 6, 8c, 10 & 11, Cllr Wollweber for 8b & 10, Cllr Took for 6, Cllr Lewis for 10
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 18th September, 2017 was accepted as a true record.
- 4) **Matters arising from the minutes.** It was noted under item 11 s106 monies, of the September minutes that the Clerk had received a letter from the HPFA earlier in the day which had suggested that the Committee could consider the replacement of two benches overlooking the play area on Dairy Hill as a suitable use of s106/s111 monies. The Clerk confirmed that the first amount of s106/s111 monies (£956) was due to expire in October but hopefully it was not too late. Unfortunately it had not been possible to find any other use for the monies as it was restricted to use for open spaces only. Millennium Green's suggestion for signage had not been accepted by WDC and there were no other obvious uses for it. The Committee were keen to use the money otherwise it would be lost. It was **RESOLVED** that the Clerk would request the use of the s106/s111 monies for two replacement benches ON Dairy Hill, priced recently by Waveney Norse at £416 each.
- 5) **IMPACT Detached Youth Workers: IMPACT Detached Youth Workers:** Ian Castro from Impact Detached Youth Workers explained that the County Council had previously employed 8 teams of youth workers in the region but these had all been disbanded and the funding withdrawn. As a result Impact had been set up by Mr Castro to provide this service, both he and his associates, already worked full time in social care and had the necessary skills and knowledge to help youths with a variety of issues. Ian Castro and his associate had previously patrolled the park and met up with a group of youths aged 15 – 20 year old. Mr Castro reported that during discussions he learnt that there were currently two youths who were sleeping rough in the town. In order for Impact to be effective they needed sufficient time to build up relations with the youths. Mr Castro advised that the best option would be to wait until after Christmas and then engage their services for a 40 night period. This was because by November the cold weather would reduce the problems in the park and it was better to have a continuous program after Christmas rather than starting in October and then stopping again. The groups of youths may also change during this period and therefore it was not worth spending a lot of money in October. Mr Castro also reported on the teen shelter at Carlton Colville which was eventually removed altogether, this solved the problem of anti-social behaviour in the park but the drug related issues moved to the Community Centre car park. The Committee also heard from Mr Wilson, a resident of Blyth Mews whose comments has been noted in the previous minutes. Mr Castro felt that in his opinion the teen shelter was probably in the wrong place. The Committee considered all this information but was keen to try and get some

action in time for the October half term. In order for this to happen the Committee needed to make a decision but the exact costs were not known at this stage. Mr Castro offered to provide a couple of nights cover on a loan basis during the half term week and the costs could be sorted out when the Council engaged their services after Christmas. They would report back to the Council after the half term period. It was then RESOLVED that the Committee agreed to this offer of two nights in the half term period and would take the recommendation of the Finance Committee to engage the services of Impact for a 40 week period to the next monthly Council meeting.

- 6) **London Rd Building:** The Clerk reported that there were no further updates other than some additional information received on the toilets. The Council were still waiting for a response from WDC on HTC's terms for the transfer of the building.
- 7) **Finances:** To review a report on the current financial position. The Clerk had provided the latest financial report and the Committee noted the current expenditure against the budget.
- 8) **Grants & Donations:** To consider for the following grant applications. All the organisations applying for grants had sent representatives to the meeting and had provided detailed information for the Committee to consider.
 - a. Halesworth Dementia Carers Fund: Respite Care, sum applied for £5,000
The Clerk confirmed that under LGA 1972 s137, a local authority may, subject to the provisions of this section, incur proportional expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants. The Committee heard from Mr Jim Fyfe who explained that there was no government funding available and HDCF were the only voluntary organisation providing respite care for dementia sufferers and their families in the community. It was then RESOLVED that the Committee approved a grant of £5,000.
 - b. Men's Sheds: In house toilet facilities and associated works, sum applied for £2,000 (LGA 1972 s137) The Committee heard from Mr Doug Mizon who explained the need for the unisex, disabled toilet facilities and the improvements to the reception area and the entrance. The Men's shed had over 40 members, many of whom suffered from depression and anxiety. It was RESOLVED that the Committee approved the grant application for £2,000 with the caveat that the grant monies were spent on the new improvements specified and not used for any other purpose.
 - c. Rifle Hall Trust: Upgrading radiators, sum applied for £913 (Community Centres Power to provide & equip buildings for use of clubs having athletic, social or educational objectives Local Government (Miscellaneous Provisions) Act 1976 s.19). Mr Kevin Vail attended the meeting and explained that the Rifle Hall needed an additional efficient heating source, particularly for the elderly and for the children using the hall, as the current heating system was inadequate. The hall was being used more often and Mr Vail reported there had been 28 bookings in September. It was RESOLVED that the Committee approved the grant application for £913 and also agreed to help advertise the hall on the Library Screen.

All grant applicants had been made aware of the need to return the grant reporting form at the end of their projects and before any further applications would be considered. The Clerk reported that he had received the completed grant reporting form from the Friends of Halesworth County Library and they had also provided photos of the new children's library section. It was then noted that the grant application awarded to Campus Ltd in October 2016 for the bore hole had not been spent. The Committee had been informed by Campus that the funds were ring fenced but it had now been over a year and there was some doubt as to whether the bore hole would be needed in the light of the new proposed

developments on the site. It was RESOLVED that the Clerk would write to Campus informing them that if the grant monies had not been spent on the bore hole by March 31st, 2018 then the money should be repaid to the Council. This would not preclude Campus from applying for the same grant again if the bore hole was required at a later date or from applying for a new grant for another purpose.

- 9) **Budget Review:** To review the current budget and to consider setting the budget for April 2018 – March 2019. The Chair asked the Committee to consider any additions to the budget and email them to the Clerk which would then be considered over the next couple of months. The budget would need to be set by January 2018.
- 10) **Station building:** The Clerk presented the costs for preparation works and finishing works to the Station building which included new skirtings, electrical works, preparation and redecoration to the Mencap, Museum and HACT areas. The total cost was £4,303. This would be added to Trinity Damp’s quotation of £6,840 for the whole building but some additional moving and storage costs were expected. The Council currently had reserves of £20,765 which would adequately cover the entire damp proofing works. Trinity Damp wanted to use their preferred local contractor, E M Hurren, who had costed the additional works. The Clerk would confirm whether or not the costs would all be invoiced by Trinity or directly by the other contractors. It was then RESOLVED that the additional costs for preparation and finishing works were approved.
- 11) **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. It was agreed that Cllr Took and Cllr Dutton would organise a meeting with the traders to hear their concerns and questions. The Clerk would try to organise a meeting with WDC for the purpose of reviewing the free parking for next year as the Council considered that the costs for the free parking should be updated in the light of recent sale of car parks in Lowestoft. County and District Councillor Tony Goldson would be invited to the meeting.
- 12) **Maintenance:** To consider any maintenance costs: The Clerk reported that he had received several complaints about the amount of weeds in the Thoroughfare and whilst this was not the responsibility of the Town Council it was clear that SCC Highways were not willing to spend any money on weed spraying. It was then RESOLVED that the Clerk would have a budget of £250 for spraying the weeds.
- 13) **Accounts for Payment:** The following accounts for payment was approved for payment.

3714.	Shuck Brewery - Gift for Twinning Event/Civic function raffle, Chair’s Allowance	30.00	
3715.	Thoroughfare Deli – Hamper for Twinning event, Chair’s Allowance	52.26	
3716.	Community News – Scarecrow Event (LGA1972 s144)		55.00 + vat
3717.	Mustard Creative – Web Hosting (LGA1972 s142)		300.00 + vat
3718.	Vandijk Accountants – Payroll Services (LGA1972 s111)		60.00 + vat

DD/Standing Orders:

3719.	CF Corporate Finance Photocopier ANNUAL lease – 1 st Oct 2018 (taken by monthly DD)	
	1045.30	
	(LGA1972 s111)	

Grants awarded at the meeting

3720.	Halesworth Dementia Carers Fund (LGA 1972 s137)	5,000.00
3721.	Halesworth Men’s Shed (LGA 1972 s137)	2,000.00
3722.	The Rifle Hall Trust ((Miscellaneous Provisions) Act 1976 s.19)	913.00

Bank & Cash Balances at 11th October, 2017

Current 728	£133,767.39
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£178.32

The meeting was closed at 8.30pm