



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 18th September, 2017 at 6.30pm**

FINANCE REPORT no. 17 (2017-18)

Present: Councillors;

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

In Attendance: N Rees (Town Clerk), 0 members of the public.

- 1) **Apologies:** Cllr A Fleming, Cllr D Wollweber
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr Leverett for items 5 & 8, Cllr Took for item 5, Cllr Took for item 5, Cllr Thomas for items 5 & 8, Cllr Widdowson for items 5 & 8
- 3) **Minutes:** To approve the report of the Finance & Personnel Committee meeting held on the 17th July, 2017
- 4) **Matters arising from the minutes.** The Clerk confirmed that the Allotment invoices had been sent.
- 5) **London Rd Building:** The London Road Business Plan Working Group were due to meet at 8.30am on the 21st September, 2017 and the meeting with Simon Eades was scheduled for the 28th September, 2017 at 10am. It was agreed that the Clerk would invite the rest of the Council to attend these meetings. A discussion regarding legal advice followed and it was then RESOLVED that the Clerk would send WDC's letter containing the counter proposal to Jayne Cole of the Local Council Advisory Service.
- 6) **Finances:** The Clerk presented the usual current financial position which included the year to date figures compared against the budget together with the current reserves.
- 7) **Grants & Donations:** Grant applications would be considered at the October meeting. It was RESOLVED to pay £50 to the RBL Poppy Appeal which included the cost of the wreath at £18.50.
- 8) **Station building:** The Clerk reported that he was awaiting costs for the preparation and finishing costs from the builder. The order for the damp proofing works had been approved by the Council (Extraordinary Meeting 21/08/17) and the order places for the work to commence in December 2017/January 2018
- 9) **Free Parking:** To consider the costs of the free parking for the period April 2018 – March 2019. It was resolved that the Clerk would request further details of how the figures had been calculated and if they took account of any recent changes in WDC's revenue. It was also RESOLVED that the Clerk would contact the businesses and parish councils to see what they were willing to pay for next year's free parking. The Clerk would also attempt to get feedback from the public via the Council's mailing list to see what percentage of support there was from residents and what, if any, they might be willing to contribute.
- 10) **Printing and reproduction:** To consider renewing the contract for the photocopier. It was noted that the contract was up for renewal, the cost had increased slightly by £10

per quarter but the Council would receive a new Photocopier. It was then RESOLVED to renew the contract with Sharprint.

11) **s106:** To consider the costs of engaging a Social Worker and whether this could be funded from s106 monies. It was noted that this should read Youth Worker not Social Worker. However the Clerk confirmed that the s106 monies could not be used for this purpose.

12) **Maintenance:** To consider any maintenance costs:

- Replacement bench for Saxons Way. It was RESOLVED that the Clerk would order the Glasdon Phoenix bench for installation as soon as possible.

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

3714.	Viking - Stationary (LGA1972 s111)	31.21 +vat
3715.	EPS Transfers (LGA1972 s111)	20.00 +vat
3716.	BDO External Audit (LGA 1972 s111)	400.00 +vat
3717.	Waveney Norse –Quarterly Market Clean (Food Act 1984 s 50)	155.00 +vat
3718.	Spencer Wix, Memorial Repairs – (War Memorials Act 1923 s1/1948 s133)	155.00 + vat
3719.	Royal British Legion (RBL Poppy Appeal) Chair’s Allowance LGA 1972 s15 (5)	50.00
	(TBC)	
3720.	Halesworth & District U3A – Hire of equipment for Forum meeting	10.00

Bank & Cash Balances at 18th September, 2017

Current 728	£88,526.23
Community A/c	£5,270.08
Business Reserves 017	£92,242.61
Petty Cash	£178.32

14) **Staff Matters:** To review the current workload. This item was held in camera but it was agreed that the Clerk would forward further information in due course and the Committee consider the matter again at a later meeting.

The meeting was closed at 7.20pm