



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 24TH APRIL, 2017 at 6.30pm

FINANCE REPORT no. 13 (2017-18)

Present: Councillors;

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

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

MINUTES

- 1) **Apologies:** Cllr Thomas would need to leave early to attend another meeting.
- 2) **Declarations of Interest:** Non-pecuniary interests: Cllr Took for 6 & 8, Cllr Fleming for 6 & 8, Cllr Widdowson for 6, 8 & 9, Cllr Wollweber for 6 & 9, Cllr Leverett for 6, 8 & 9, Cllr Thomas for 6, 8 & 9, Cllr Lewis for 6, 8 & 9
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 20th March, 2017 was accepted as a true record with the amendment that under item 8 (b) it should read 'Heritage Open Days'.
- 4) **Matters arising from the minutes.** Cllr Thomas asked whether WDC had confirmed when the London Rd Building proposal would be considered, the Clerk confirmed that he had received an email from Mr Jarvis confirming that the proposal would be considered by WDC's cabinet on the 7th June at 5.30pm. Cllr Fleming would be attending and asked if other Cllrs would accompany her.
- 5) **Grants & Donations:**
 - a. To consider the grant application from Halesworth & District Twinning Society. The Chair had asked the Clerk to request more information and it was confirmed that he had received an email noting that the Dinner was £583 but there was no other details. The Committee felt that this was not sufficient information. Cllr Wollweber suggested that it should be a requirement for grant applicants to attend the meeting or at least encouraged to attend, as questions could be answered on the night, thereby avoiding the need to defer applications. Cllr Leverett reported that Halesworth & Blyth Valley Partnership had awarded a grant of £250 to the Society. It was noted that the Society had not been in contact with the Council recently and the Committee were unaware of the arrangements with the Anniversary event or the trip to Eitorf. It was agreed to defer the application until the next meeting. The Clerk would contact the applicant to request more information and invite a representative to attend the meeting on the 22nd May.
 - b. To consider the grant application from Halesworth Arts Festival. Based on the same principles and in the interest of fairness, the Committee felt that similarly there was insufficient information to determine what this grant application was for exactly. The Committee had supported the event in previous years and would most likely support the event again but more information was required. It was agreed to defer the application until the next meeting and the Clerk would

contact the applicant to request more information on the specific purpose of the grant and invite a representative to attend the meeting on the 22nd May.

- c. To review the request from Campus to use the grant awarded for a bore hole for another purpose. It was noted that Campus had contacted the Council to ask whether grant monies awarded earlier in the year for a bore hole could be used for another purpose, namely for the replacement of security fencing. The Committee were of the opinion that grants should be used for the specific purpose it was awarded and if Campus wished to apply for a grant for another purpose it should apply again. The Clerk confirmed that he had already advised Campus that this would probably be the case and a grant application was expected for the next meeting on May 22nd, 2017. The Chair reported that she had been advised that the funds for the Bore Hole were ring fenced and had not been used. It was possible that Campus had changed their plans but if this was the case the Council would have to request the money back. The Chair asked the Clerk to make a note to send a letter in August asking for a report on the grant awarded for the bore hole. The Chair explained that the new grant policy made the applicant responsible for reporting within a year of the grant being awarded but this would have to dealt with differently as it was awarded before the policy was agreed.
- d. To consider any other applications for grants or donations. The Clerk reported that he had received a donation request from Freshstart and the Campaign to Protect Rural England. In line with previous decisions, the Committee declined as it wished to reserve the grants and donations budget for local organisations.

6) **London Rd Building:** There were no further updates.

7) **Financial Position:**

- a. To review the end of year figures in preparation for the Audit. The Committee received and noted the report showing the end of year figures (1st April 2016 – 31st March 2017) and it was RESOLVED that the Committee accepted the report.
- b. To agree any transfers to the Council's reserves. The Committee received the report and noted the suggested increases to earmarked reserves. It was then RESOLVED that the Committee agreed the amended earmarked reserves (attached).

8) **Parking Contributions:** To review the current status. The Clerk distributed the list of outstanding parking contributions from the businesses and parish councils. It was agreed that the Clerk would send a reminder out to request payment by the 30th April, as the list of Contributors were now needed to be confirmed for the design and layout of the honours board.

7.15pm Cllr Thomas left to attend another meeting

9) **Station building:**

- a. To Committee received the minutes of the Station Building Working Group meeting held on the 6th April.
- b. To consider any further updates on the damp proofing quotations. It was noted that the Clerk would be meeting with another contractor on Tuesday 25th and would distribute their quotation as soon as it was received. It was agreed that the Clerk would ask Propotec to update their quotation and then the Council would have three quotations.

- c. To review the annual rent for the Station Users. It was noted that all the Station users had agreed to an additional £100 on the dilapidation fund and the Clerk had recalculated the figures on this basis. It was then RESOLVED that the proposed rents (Halesworth Area Community Transport £127.42, Mencap £461.88 and Halesworth and District Museum £1003.39) were agreed.

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

- a.** War Memorial: It was noted that the Clerk's office had received three quotes for the repair work to the War Memorial; £155, £240 & £400. The Clerk explained that it was possible to apply for a grant from the War Memorial Trust, however historically they tended to award a small percentage of the cost and on this amount it was probably not worth applying. This grant source would be useful if major repairs were needed in the future. It was then RESOLVED to accept the quotation from Spencer Wix @ £155 + vat.
- b.** Fly tipping at the Allotments. The Clerk requested a skip for the Swan Lane Allotments to clear some debris from the site. It was also needed to clear rubbish which had been caused by fly tipping. The fly tipping had been reported to WDC who were currently investigating the matter. It was RESOLVED that the Clerk could order a skip @ £200 but that in future the allotment holders would need to clear their own.

11) **News Items:** It was agreed to put the list of grants awarded for the last financial year on the website and also to alert residents that fly tipping in the town was being monitored.

12) **Accounts for Payment:** The list of accounts for payment were **approved** for payment as follows:-

<u>3714.</u>	WDC CIL repayment (WDC error)	15.44
<u>3715.</u>	Van Dijke Accountants (LGA1972 s111) Quarterly Payroll	60.00 + vat
<u>3716.</u>	Information Commissioner's Office, Data Protection (LGA1972 s111)	35.00
<u>3717.</u>	Local Council Public Advisory Service	200.00

DD/Standing Orders:

<u>3718.</u>	Barclays Bank Charges (LGA1972 s111)	19.20
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The meeting was closed at 7.45pm