



**HALESWORTH
TOWN COUNCIL**
FINANCE & PERSONNEL COMMITTEE MEETING
MONDAY 18th JULY, 2016 at 6.30pm

FINANCE REPORT no. 4 (2016-17)

Present: Councillors;

A Baldwin, A Fleming, T Gardner, R Lewis, D Thomas, P Widdowson, D Wollweber

In Attendance: N Rees (Town Clerk) 6 members of the public

- 1) **Apologies:** Cllr S Leverett, Cllr M Took.
- 2) **Declarations of Interest:** To receive declarations for pecuniary and non-pecuniary interests.
- 3) **Minutes:** The report of the Finance Committee meeting held on the 20th June, 2016 was accepted as a true record.
- 4) **Matters arising from the minutes.** There were no matters arising
- 5) **Parking:** To formally ratify the details of Cllr Wollweber's proposal on free parking and to consider any updates. It was noted that the Clerk had not received a response from WDC to the email sent on the 12th July, 2016. The Committee debated the options and it was then RESOLVED 'to send the payment to WDC for £6,666 for the first year's free parking (up to March 31st, 2016) with an accompanying letter stating that HTC accepts the offer of the first year only and confirming that subsequent years will be negotiated in September 2016 as agreed with Cllr Law'.
- 6) **London Rd Building:** To consider any associated costs. There were no costs to consider but the committee noted that the next date for the LRB Business Plan meeting was the 5th August.
- 7) **Grants & Donations:** To consider a new grant application from Campus Ltd for irrigation costs. The committee noted that the application was for the water charges for irrigating the football pitch for a 12 week period. The committee did have further questions that could not be answered without a representative from Campus Ltd. The committee appreciated the urgency involved and it was then RESOLVED to hold an extraordinary Finance Committee meeting on the 25th July and invite representatives from Campus Ltd.
- 8) **Savings Account:** To review the financial position and to consider banking options for the Council's reserves. The Clerk explained that he had investigated options for holding the Council's reserves in a local Building Society. The Clerk recommended that the Business Saver account afforded the Council the best security as it was only possible to move the funds back to the account where the money had been transferred from and only if two Councillor Signatories authorised it. It was RESOLVED that the Clerk should obtain the paperwork to open the account and the signatories would be the same as the Council's current bank signatories.
- 9) **Town Plan:** To consider printing costs. The Little Copy Shop had offered a very competitive figure of £80 to produce 200 A5 Town Plan documents and it was RESOLVED that the committee accepted the quote and authorised the Clerk to place the order.

10) **Communications:**

- a. **Media Screen:** To consider the revised costs for renting and installation. The Clerk confirmed that the rental figure for a used monitor suitable for displaying news items in a spit screen format was £12 per month, the installation of a electrical socket was £147 and that there would be an additional cost for a wall bracket. It was noted that the monitor would need to be updated on a regular basis and the Clerk confirmed that this could be planned out in the office and transferred by a USB stick. It was then RESOLVED that the committee accepted the costs and agreed to rent the monitor for one year's trial period and the Clerk would liaise with the Library for installation.
- b. **Microphone/PA system:** To consider purchasing a portable PA system for public meetings etc. RESOLVED that the committee approved a budget of £200 for the purchase of a small portable PA system with two radio microphones.
- c. **A Board:** To consider purchasing an A board for displaying important notices in the town. The Clerk reported that there were two options; A1 & A2 size boards. The costs were approximately £35 & £45 respectively. Cllr Gardner reported that the Volunteer Centre owned an A1 size and the Council could borrow it to see if this was a suitable size.

11) **SALC Recommendations:** To consider implementing the following recommendations

- a. Council reviews the powers under which it makes donations and payments. RESOLVED that the Clerk would note the legislation that allowed the Council to make grants and donations or any payments outside the normal council's running costs in the minutes.
- b. Standing orders are reviewed to take into account NALC Legal Briefing LO5-15. It was agreed that the Clerk would amend the Standing Orders and distribute to all members showing the suggested changes.
- c. Financial regulations are reviewed with reference to NALC briefing FO1E-16. It was agreed that the Clerk would amend the Standing Orders and distribute to all members showing the suggested changes.
- d. General reserves are reviewed and split between Capital, Earmarked and General reserves. RESOLVED that the committee agreed to amend the ear marked reserves as follows:-
 - Park Equipment reserve – 10,000
 - Memorial reserves – 2,378
 - Skate park reserves – 6,985
 - Station Building reserves – 17,772
 - Election reserves – 6,774
 - Allotment reserves – 1,843
 - Office Equipment Depreciation – 989
 - Street Furniture – 5,000
 - Divestment of WDC Services - 20,000
- e. Financial and Council minutes are consecutively numbered and signed. RESOLVED that in future the Council and Committee meetings would be numbered in the following method. April meetings would be numbered 1 (for the first month in the financial year), May no 2, June no 3 etc but designated with the individual financial year. The numbering of agenda items would not need to change but this system would produce unique minute references as recommended by SALC. It was agreed to back date the numbering to the last of the Financial year starting April, 2016

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

- a. Handyman – to consider estimated costs, hours and scope of works. The Clerk had contacted several local contractors. One contractor had suggested that it

would be easier to produce costs for specific works and requested that if the Council could supply a map of the areas likely to need hedge cutting and grass cutting. The Clerk would mark up a map and report back with costs later.

- b. Repainting woodwork on Halesworth Station Building, to consider the quotation for SEE Contractors and any other prices. It was noted that SEE Contractors had eventually given a price but it was at least three times higher than the most expensive local contractor. The Clerk reported that the company may have had internal problems and wanted to price themselves out of the job. The Clerk reported that the previously lowest priced local Contractor had re-priced the project in two halves; the ground floor (£1,400 + £200 materials) and the first floor (£1,230 + £150 materials), the company had £10 million public liability insurance and were happy to undertake the work using ladders which would avoid the complication with scaffolding. RESOLVED that the Clerk should place the order as soon as possible.

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

3714.	SALC – FOI & Data protection training, Cllr A Fleming	25.00 + vat
3715.	Anne Fleming (Stationary @ 5.98 + Photocopying 12.00 +Book tokens for Queen’s Birthday competition @ 22.50 + prizes for Queen’s Birthday competition @ 12.91)	53.39
3716.	Van Dijke Payroll services Quarterly bill	60.00 + vat
3717.	SALC (Clerks Training Day & 3 x Cllr guide books)	23.45 + vat

- 14) **Staff Matters:** Assistant Clerk – three month appraisal. The Personnel Working group had considered the Assistant Clerk’s position after the three month trial period was completed and after discussion and referring to the Clerk, it was RESOLVED that the Committee accepted the recommendation to formally employ the Assistant Clerk. It was also RESOLVED that the committee would offer the NEST pension scheme at the starting point of 1% Employer and 1% Employee (however, employees were free to choose to increase their own contributions if desired).

The meeting was closed at 7.48pm