



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 17th OCTOBER, 2016 at 6.30pm**

FINANCE REPORT no. 7 (2016-17)

Present: Councillors;

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

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

Minutes

- 1) **Apologies:** None
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr Thomas for 5, 6 & 7, Cllr Fleming for 5, 6 & 7, Cllr P Widdowson for 5 & 7, Cllr Took for 5, 7 & 8, Cllr Gardner for 5, Cllr Leverett for 5, 7 & 8, Cllr Wollweber for 5 & 7, Cllr Lewis for 5, 6 & 7
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 19th September, 2016 was accepted as a true record.
- 4) **Matters arising from the minutes.** Cllr Leverett, who had been away for the previous meeting, asked about the fly posting on the Saxon bridge. The Clerk explained that Suffolk County Council had no objection to HTC managing the posters on the bridge but it should be WDC's responsibility to remove fly posters. The Clerk was currently waiting for an official response from WDC. Cllr Leverett also asked if the donation to the Women's Refuge would be within the rules, as the charity was based in Lowestoft. It was confirmed that the charity had been chosen as the crockery originated from the Lowestoft Magistrate's Court. The Clerk confirmed that he understood that the rules regarding donations would allow the Committee to approve payment but it had transpired that there was difficulty in finding an address in Lowestoft to send the cheque. Cllr Fleming would make further enquiries.
- 5) **London Rd Building:**
 - a. To review the meeting with WDC on the 12th October. The Committee received and noted the minutes of the meeting. The basis of the offer from WDC was discussed and it was agreed that the Council would need to obtain more detailed information in order to consider if this offer would be financially viable, particularly in the long term. The Clerk had reservations about the accuracy of the costs to maintain the park. This was further supported by a document that Cllr Thomas had obtained (in December 2015) which appeared to show that the costs were more than WDC had indicated. It was agreed that the Clerk would circulate the document to the members of the committee.

Cllr Took reported that she had read that a large grant had been awarded to purchase the Police Station in Leiston. Cllr Leverett said that she knew one of the Councillors and would try and find out more information.

- b. To consider any action or options from that meeting. It was then RESOLVED that the Clerk would a) request more detailed costs from WDC for the park and the toilets and b) to clarify what was included in the estimate from WDC and C) attempt to get external contractors to quote for the maintenance of the park and toilets. It was also RESOLVED that the Clerk writes to the Volunteer Centre and the Day Centre to inform them that various options for the building were being considered.

- 6) **Grants & Donations:** Royal British Legion: To consider the cost of the Wreath and to consider a donation. RESOLVED that the cost of the wreath at £18.50 was approved and further that a donation of £50 would also be given.
- 7) **Parking:**
- a. To review the response to the letters sent out to all the businesses and parish councils. It was noted that most of the areas in the town had been covered by Councillors who had volunteered to distribute the letters. There was a few addresses in the central part of the Thoroughfare and the Halesworth Businesses centre left to cover. The Clerk had already received one or two replies since the letters had been distributed. It was noted that Clerk needed to send a request to Wrentham Parish council who had indicated that they would contribute.
 - b. To consider if there is sufficient information to enable the Council to confirm the contribution to the free parking for April 2017 – March 2018. It was noted that the deadline was the end of December 2016, although the Council had agreed to accept WDC's offer of £17,000 at the monthly meeting on the 3rd October it was RESOLVED to wait until December before formally accepting the offer. This would allow the Council a little more time to review the contributions and any further developments.
- 8) **Financial Position:**
- a. To review the current budget and financial position. The Committee received and noted the list of receipts and payments (April – September), the current budget summary which showed the balances and the comparison to previous years and the latest (October) list of the Council reserves. It was then RESOLVED that the budget would be reviewed at the next Finance Committee meeting on the 21st November, 2016
 - b. Preliminary precept discussion. It was RESOLVED that the Precept would be reviewed at the next Finance Committee meeting on the 21st November, 2016
 - c. Review of CIL payments. The Clerk reported that £241.42 had been paid to Campus Ltd from last year's CIL receipts. The balance of £119.60 had to be allocated for a specific purpose and had to be reported (but not necessarily spent) by December 2016. The Clerk advised that the Committee needed to identify a specific use for the CIL receipts and this should show that it was used in the town for a purpose relating to an increase in the population brought about by the housing development, such as Open Spaces, Community facilities etc. It was then RESOLVED that the Council would allocate the funds towards benches in the Town and in particular it was noted that the bench in Wissett Rd should be replaced and the plaque reinstated on the new bench.
It was noted that the CIL receipts so far for 2016 – 2017 totalled £3,514.45, two thirds (£2,342.97) would as previously agreed be allocated to Campus Ltd as part of the two year agreement (finishing on March 31st 2017). Noting the comments of the Clerk regarding the use of CIL receipts, it was then RESOLVED that the Committee allocates the payment of £2,342.97 to Campus Ltd for a specific purpose i.e. for ground maintenance for the area allocated for the football pitches and that invoices are received to show that money had been used for that specific purpose. The Council would need to report the use of the balance of £1,171.48 by December 2017 and it was agreed this would be reviewed again at the next meeting on the 21st November, 2016.
- 9) **Financial Documents annual review:** The Committee received the amended 'Risk assessment' document but it was noted that the changes in red had not shown up on all the printed documents and so it was agreed that the Clerk would email the amended version to the Committee members for consideration at the next meeting on the 21st November, 2016.
- 10) **Maintenance:** To consider any maintenance costs. The Clerk reported that Mr Firman had successfully refurbished 11 benches in the town. The Clerk read out the list of

benches. The Clerk would contact Mr Firman to discuss the Wissett Rd bench as noted under item 8c.

- 11) **Advertising:** To consider an advert for the HTC website in the HCN. It was RESOLVED that the Committee approved an advert to encourage more residents to sign up for the Council's newsletters in the November Community News for the cost of approximately £50.
- 12) **Website:** To consider any items for the website. It was noted that there should be an update on the parking contributions at some point. Next month, or when further information was available, an update on the Barrow crossing was also needed. The Chair suggested, and it was agreed, that there should be news on the benches that had been refurbished in the town.
- 13) **Accounts for Payment:** To consider the list of accounts for payment. The Clerk drew attention to the invoice from WDC on the London Rd business rates. The Council had already paid 6 months and had so far not received any reimbursement for WDC and it was then RESOLVED that the Clerk should not pay this invoice. The remaining accounts for payment as listed below were then approved for payment.

<u>3714.</u>	Anne Fleming - Halesworth Stationers – A4 paper	8.98
<u>3715.</u>	Anne Fleming - HP Connected - Ink Supplies	7.99
<u>3716.</u>	Van Dijke – Payroll services (3mths)	60.00 + vat
<u>3717.</u>	Viking – Stationary	90.03 + vat
<u>3718.</u>	Waveney District Council – Office Rates (NOT APPROVED)	228.00
<u>3719.</u>	British Legion – Poppy Appeal	TBC at the meeting
<u>3720.</u>	K P Firman – 11 no Town Seats refurbished	376.34
<u>3721.</u>	SALC – Clerks Networking and information day	16.00 + vat
<u>3722.</u>	N.J.Rees – Traveling to Training (Claydon)	48.60
<u>3723.</u>	Waveney Norse – Market Clean	174.99 + vat

DD/Standing Orders:

<u>3724.</u>	Nest Pension	113.09
<u>3725.</u>	Corporate Finance – Photocopier lease	156.06

Bank & Cash Balances at 15th October, 2016

Current 728	£146,681.33
Community A/c	£5,269.42
Business Reserves 017	£92,231.11

The meeting was closed at 7.40pm.