



HALESWORTH TOWN COUNCIL
FINANCE COMMITTEE MEETING
MONDAY NOVEMBER 16TH, 2015 AT 6.30PM
HELD IN THE DAY CENTRE
LONDON ROAD, HALESWORTH

REPORT

Present: Cllrs; P Dutton, A Baldwin, A Fleming, R Lewis (Chair), D Thomas, M Took, P Widdowson

In attendance: N. Rees (Clerk)

- 1) **Apologies:** S Leverett, J Wagner
- 2) **Declarations of Interest:** Non-pecuniary interests: Cllr D Thomas for 7 & 8, Cllr A Baldwin for 7 & 8, Cllr M Took for 7 & 8, Cllr P Widdowson for 8, Cllr A Fleming for 6, 8 & 9, Cllr P Dutton for 8, Cllr R Lewis for 8
- 3) **Minutes:** The minutes of the Finance Committee meeting held on the 19th October 2015 were approved at the monthly meeting on November 2nd, 2015.
- 4) **Grant Application forms and Policies:** To review any amendments to the current documentation and policies: Cllr P Widdowson had sent suggested amendments to Cllr Dutton: under donations 1. Add non-profit making organisation, under donations 2. Change 'grant' to 'donation'. These amendments were accepted and the document would be revised. Cllr Widdowson also suggested that in certain cases it may be desirable to offer a donation to a profit making organisation such as certain schools. This amendment was not accepted. Cllr Widdowson also suggested that the maximum amount the Finance Committee could approve without reference to the full Council should be reduced from £5,000 to £2,000. This amendment was not accepted.
- 5) **Donations:** Bungay High School Language and Creative Writing Prize: RESOLVED that a cheque for £20 be raised for a prize.
- 6) **Teen Shelter:** To consider any updates: There were no updates to consider.
- 7) **GAPPA:** To consider the recommendation from the Town Development Committee that the Clerk be authorised to place the order for the play equipment: The Clerk explained that he had met with Simon Walker of Waveney Norse to discuss the arrangements for ordering the equipment. Mr Walker confirmed that Waveney Norse would place the order on behalf of GAPPA and HTC. Payment would not be required until after completion which was expected to be April 2016. There followed discussion regarding the ownership of the equipment. It was then RESOLVED that 'Agree with GAPPA a memorandum for Waveney Norse outlining the basis of the relationship for ordering, installation and maintenance of the new play equipment in the park'. It was then RESOLVED that the Clerk be given authority to instruct Waveney Norse to place the order for the equipment.
- 8) **Budget:** To review the current budget and to confirm the date for setting the 2016 – 2017 Budget/Precept. There followed discussions on the suggested figures for the budget. It was agreed that some rationalisation of the categories was required. Repairs of seats, street and park furniture and repairs and maintenance should all be moved into one. Depreciation and skatepark repairs should be included as separate categories. The figures were reviewed and amended and it was RESOLVED that the attached budget which totalled £90,600 was agreed. It was noted that this was more than the expected figure for the Precept (as yet to be set) but the Council's reserves would be used to cover the balance. It was agreed that reserves had built up sufficiently and it was important to spend money on the repairs and maintenance of the Council's assets and equipment before further

deterioration. It was agreed that the Precept would be set in December or at the latest in January.

- 9) **Clerk's Office and storage:** The Clerk reported that he had purchased some storage folders and had begun moving old planning documents out to the landing. It was expected to set a date near Christmas for a joint clear out.
- 10) **Electricity rates:** To consider alternative supplier's quotes: The Clerk had obtained several alternative quotations but as the usage was not very high this only amounted to a relatively small saving over the year. It was RESOLVED that the Clerk negotiates with the existing supplier EDF to try and achieve a reduction which would save moving the account and setting up new direct debits.
- 11) **Bins:** To consider the purchase of a dog bin (on footpath adj to Edgar Sewter) to be attached to the lamp post and to remove the open bin to another location: The Clerk reported that the bin would be £303 and it was RESOLVED to purchase the bin as soon as possible.
- 12) **Financial Position:** The Committee received and noted the current bank balances and summary of accounts
- 13) **Accounts for Payment:** To following accounts for payment were approved.

3714.	Viking	75.84 + vat
3715.	Cllr A Payne (Salc AGM Travelling Expenses)	32.85
3716.	NSAFE Charity (Funds raised from Civic Dinner)	780.00
3717.	Halesworth dementia Carers' Fund (Funds raised from Civic Dinner)	780.00
3718.	Pearce and Kemp Festive Lights	4200.00 + vat
3719.	Bungay High School – Prize for Language and creative writing	20.00

- 14) **Staff Matters:** To consider the following items deferred from the September meeting.
- Website admin: The Clerk and Cllr Wollweber were due to meet with the website hosts and designers.
 - Handyman/general maintenance person for the town: It had been agreed that the Clerk should get any urgent work undertaken as soon as possible but the list of other works would be prepared once Suffolk County Council had produced the 'offer' as explained in the Town Development minutes of 9th November, 2015
 - CILCA Training: To consider costs and timescales: The Clerk had requested detailed costs, timescales and perceived benefits and would present them at the next meeting.
 - Pensions: To consider any further information in preparation for the automatic enrolment date of March 2016:
8.17pm The Clerk left the room.
8.25pm The Clerk returned.
It had been RESOLVED in the Clerks absence, that The Town Council take up the NEST Government scheme starting at 2% in agreement with the Clerk that he will match the 2% contribution. This was then offered to the Clerk and he accepted.

The Meeting was closed at 8.30pm