



Halesworth Town Council

Town Clerk: David Lines

E: clerk@halesworthtowncouncil.gov.uk

P: 01986 874517

Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 21st October 2024** at **10.45** in the **COMMITTEE ROOM**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

11th October 2024

Members of the Public and the Press are welcome to attend the meeting.

FINANCE & GOVERNANCE COMMITTEE AGENDA – 21st October 2024

1. **Welcome by the Chair and formal notice about recording of the meeting (if applicable).**
2. **To RECEIVE apologies for absence and declarations of interest, and**
To **RECEIVE** delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests as required.
Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.
3. **Minutes of the last meeting**
To **APPROVE** the Minutes of the Meeting of the Committee held on **16th September 2024** (previously circulated) as a true and accurate record.
4. **Public Forum**
The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and are generally limited to around three minutes per person, at the discretion of the Chair.
The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.
5. **Clerk's Report**
 - a. To **RECEIVE** the **Clerk's Report** as an update and instruction on matters outstanding from previous meetings.
 - b. To **CONSIDER** an update to the Grants Policy.
6. **Grants**
To **RECEIVE** applications for grants from community organisations.
7. **RFO Reports (to follow)**
 - a. To **RECEIVE** the monthly report of income and expenditure against the budget and a full bank reconciliation.
 - b. To **REVIEW** CIL & Reserve balances.
 - c. To **REVIEW** budget lines and **CONSIDER** any virements to regularise the current budget.
 - d. To **AUTHORISE** large ticket invoices for payment following the meeting. *List and invoices sent separately.*
8. To **CONSIDER** the draft 2025 budgets for the F&G Committee and (pro tem) the Personnel Committee.
9. **Agenda Items for the next meeting**

Date of next meeting – 18th November 2024

Waveney Local Office, London Road, Halesworth, Suffolk IP19 8LW

Item 3



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FINANCE & GOVERNANCE COMMITTEE MEETING

MONDAY 16th SEPTEMBER AT 6.30PM IN THE COMMITTEE ROOM

24.09.01

Present: Councillors Cackett, Dunning, Greenberg and Moseley, the Town Clerk and six members of the public.

1. **Welcome** - Cllr. Cackett welcomed everyone and advised that there would be no recording of the meeting
2. **Apologies** - received from Cllr. Fosdike (business commitment) and **APPROVED**.
Declarations of Interest – Cllr. Cackett (Item 6 – HEM Chair), Cllr Dunning (Item 6 – HCSL Trustee) and Cllr. Greenberg (Item 6 – H&DM Trustee)
DOI dispensation requests - NONE
3. **Minutes of the last meeting**
RESOLVED - to approve the minutes of the Committee’s meeting held on **Monday 12th August 2024** as a true and accurate record.
4. **Public Forum – No questions**
With the Committee’s approval, the Chair brought forward Item 6 (Grants) so that applicants could speak in support of their applications and councillors could ask questions. Following that, the Committee went back into formal session to consider their response. (Five members of the public left at this point).
6. **Grants**
RESOLVED – to make the following grants.
Halesworth Tennis Club - £5,000 (court resurfacing, payable on award of contract)
Halesworth Morbags Group - £500 (to purchase sewing machines for additional volunteer use)
Cllr Greenberg did not participate in the discussion or vote on the following item.
Halesworth and District Museum - £3,000 (budget support)
Citizens Advice Bureau - £1,000 (the Clerk was instructed to contact CAB to explore increased local support)
Cllr Cackett did not participate in the discussion or vote on the following item, with Cllr Greenberg taking the Chair for its duration.
Halesworth Event Management (Festive Lights) - £5,000 (Committee limit – balance to refer to Full Council)
Halesworth Volunteer Spotlight - £500 (Volunteer Celebration Event - HTC to manage funds/settlement of invoices)
5. **Clerk’s Report**
 - a. **RECEIVED** - the Clerk’s Report
Internal Audit Report – Draft Investment Strategy circulated for initial review, with a further update pending. Other items completed/pending.
ESC Asset Transfer – **NOTED** - a holding response received from ESC with commitments on the requested surveys and answers to questions on “other matters”. If received, these will be included in a report to Full Council on October 7th.
Recent Correspondence – Local enquires not responded to / professional services to be sought further afield.
 - b. **APPROVED** - the amended Councillor Co-option Policy and Procedure.
 - c. **DEFERRED** – a review of the current Grants Policy – councillors to suggest changes / enhancements
 - d. **AGREED** - to upgrade the Town Council’s website to one provided by Cuttlefish for Transparency Code, Document Management and Community Interaction purposes, with set-up costs of £600 and an annual hosting/support fee of £750. (vis. FR 5.1,FR 5.9 FR 5.13 & FR 5.14)
7. **RFO Reports**
 - a. **NOTED** - the monthly report of income and expenditure against the budget and a full bank reconciliation.
 - b. **NOTED** CIL & Reserve balances.
Cllr. Greenberg provided an update on a positive meeting with ESC Officers about CIL funding for the Community Hub.
 - c. **REVIEWED** - Budget lines and **APPROVED** a virement of **£1,500** from General Reserves to Cost Code 26 - Website
 - d. **APPROVED** – **£1,750** to Jess Brown - Heritage Weekend Events Management / Cllrs. Greenberg & Moseley to authorise.



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24.09.02

8. **NOTED** - the framework and timetable for the formulation and approval of the **2025 Budget and Precept**.

9. **Agenda items for the next meeting** – Grants Policy / Draft 4-Year Budget / External Auditor report

Following discussion, there was a consensus that the start time of future meetings should vary to allow all Committee Members to attend at least some of the meetings, as well as provide opportunity to those of the public who may not be able to attend in the evening. The Clerk, having taken the tone of the discussion, will alternate the start time in his summons each month between that of the current evening meeting and a late morning one, subject to councillor availabilities.

Date of next meeting – Monday 21st October 2024 – time to be advised

The Chair closed the meeting at 8.41 pm

Item 5a)

CLERK'S REPORT

ACTION POINTS ONGOING / ARISING FROM PREVIOUS MEETINGS

Meeting Minute (year/month/page/item)	ACTION	WHO	TO BE DONE BY																								
24.07.01.5c	<p>2024 Internal Audit report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PAGE(S)</th> <th style="text-align: left;">RECOMMENDATION</th> <th style="text-align: left;">COMMENT/ACTION</th> </tr> </thead> <tbody> <tr> <td>8/9</td> <td>Increase Fidelity Cover</td> <td>Increased to £500,000 in April 2024. AGREED - significant expenditure in 2024 will ensure comfortable compliance in future.</td> </tr> <tr> <td>9</td> <td>Formal record of the review of Insurance Cover</td> <td>Review conducted under delegated authority but not subsequently recorded formally. Recommendation AGREED.</td> </tr> <tr> <td>9/10</td> <td>Formal review of Internal Control</td> <td>Last conducted in August 2022 AGREED to outsource (e.g. LCC)</td> </tr> <tr> <td>19</td> <td>Absence of Investment Strategy</td> <td>AGREED - Draft Policy (as an enhancement of the extant Reserves Policy) to be provided at the September meeting</td> </tr> <tr> <td>22</td> <td>External Audit Report to be considered by Full Council (not a committee)</td> <td>AGREED - to be circulated when received, then presented to Full Council (September/October)</td> </tr> <tr> <td>26</td> <td>Website Accessibility Policy</td> <td>AGREED - to be implemented either a new policy or as part of website upgrade</td> </tr> <tr> <td>Additional – question in Committee</td> <td><i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i></td> <td>Status quo – Not applicable Investigate status and report to September meeting</td> </tr> </tbody> </table>	PAGE(S)	RECOMMENDATION	COMMENT/ACTION	8/9	Increase Fidelity Cover	Increased to £500,000 in April 2024. AGREED - significant expenditure in 2024 will ensure comfortable compliance in future.	9	Formal record of the review of Insurance Cover	Review conducted under delegated authority but not subsequently recorded formally. Recommendation AGREED .	9/10	Formal review of Internal Control	Last conducted in August 2022 AGREED to outsource (e.g. LCC)	19	Absence of Investment Strategy	AGREED - Draft Policy (as an enhancement of the extant Reserves Policy) to be provided at the September meeting	22	External Audit Report to be considered by Full Council (not a committee)	AGREED - to be circulated when received, then presented to Full Council (September/October)	26	Website Accessibility Policy	AGREED - to be implemented either a new policy or as part of website upgrade	Additional – question in Committee	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>	Status quo – Not applicable Investigate status and report to September meeting	<p>Clerk</p> <p>LCC</p> <p>Clerk</p> <p>All staff</p>	<p>No further action</p> <p>Insurance renews 31/3/25</p> <p>November</p> <p>To be completed November</p> <p>Received and noted</p> <p>Website upgrade under way</p> <p>Not applicable</p>
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24.07.02.9	ESC Asset Transfer letter – no ESC response by agreed action date. Follow-up letter to ESC Leader and CEO / CEO response 11/9/24. Further ESC reports but surveys, etc. still awaited	Clerk/ Full Council	Response date set as 30/10																								
24.07.02.9	Recent correspondence – specimen documentation provided and awaiting quotation.	Clerk	Ongoing																								

Item 5 b) - Next four pages (Current policy)

Halesworth Town Council



Grant Awarding Policy

1. Objectives

- To promote Halesworth as a vibrant, active and sustainable community
- To contribute to the development of facilities in the community
- To benefit residents in the community, not individuals
- Grants to be awarded only to non-profit making organisations, charitable groups or voluntary community groups and not to individuals.

2. Definition of a Grant (applicants may apply for either a 'Project' grant or a 'Running cost Grant as defined below but not both in the same financial year)

2.1 Project Grant

2.1.1 A grant for a project is defined as an award of funds to an organisation to undertake voluntary and community activities. The organisation themselves determine their activities and the Council makes a financial contribution through awarding funding.

2.1.2 The Council will allocate funding for specific projects and activities:

- against clear and consistent criteria
- that achieve quality and effectiveness of services
- have common and transparent arrangements for agreeing objectives, monitoring performance and evaluation

2.1.3 Grants to an organisation will not normally exceed 50% of the cost of the project or activity and an organisation can apply for only one project grant per financial year. Grants of up to a maximum of £5,000 can be decided by the Finance and Personnel Committee through its delegated powers. Sums in excess of £5,000 must be referred to the full Council for approval and then only if the application is considered by the Finance and Personnel Committee to be worthy of support. The sum requested will only be transferred once evidence has been received that the Applicant has access to funds for their half of the total sum required.

2.2 Running Cost Grant

2.2.1 A grant can be given to cover running costs to those charity or voluntary organisations which provide services for Halesworth residents.

2.2.2 An applicant is required to provide a full financial breakdown to justify as to why the grant is required. Inadequate financial prudence will not be considered as justification.

2.2.3 An organisation can apply for only one grant of up to £3,000 per financial year.

2.3 Grant Application Conditions

2.3.1 All applications for money must be made on the official Halesworth Town Council's Application Form (which is to be found on the Town Council's website) and submitted to the Finance and Personnel Committee for consideration. All sections of the Application Form to be completed, otherwise the application will not be accepted.

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2.3.2 Applicants will need to provide details of: their aims and purpose; project activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding.

2.3.3 A grant may not be given that is more than the sum applied for and at the Finance Committee's decision it may be less.

3. Performance management

The Council recognises that performance is an important way of showing that public money is spent in the own Council's Financial Regulations and achieves best value. This is to ensure, the level of service delivery, meeting gaps in existing provision, meeting changing needs, attracting new funding sources, increasing voluntary involvement and ensuring proper governance and financial management is achieved

4. Timing of applications

4.1 Grants will not be made retrospectively and normally, only one application will be considered from each organisation in any one financial year. The only exception being a grant towards an organisation's running costs, if it is necessary to enable a valued organisation to maintain its services.

4.2 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

4.3 All valid applications over £1,000 will be considered at the Finance Committee Meetings in; January, April, July, October. Applications under £1,000 will be considered at any time. Emergency applications may also be considered at any time during the year but only at the discretion of the Chair of the Finance Committee.

4.4 All applicants will be contacted following a decision by the Finance and Personnel Committee and all decisions are final and not subject to appeal.

5. Council budget setting

5.1 The grants budget will be set annually as part of the general budget setting process to be financed out of the precept.

5.2 This maybe based on the previous year's uptake and the limit set for the annual spending limit for section 137*.

5.3 Consideration will also be given to major projects ongoing in the community, for example, the creation of a community hall.

* *The limit for LGA 1972 section 137 grants 2020/21 is currently £8.32 per head of electorate.*
Adopted by Halesworth Town Council on 1st March 2010, Latest Amendment November 2016, January 2021 amended

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6. Supporting documents required

6.1 Organisations will be required to provide a copy of their previous years accounts or for new initiatives, a budget forecast.

6.2 It is normally expected that an organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque

7. Publicity and Transparency

7.1 The Council will publicise the availability of grant aid widely throughout the community.

7.2 It will report annually on the total spent on grants and list the groups in receipt of a grant and the use made of the grants.

7.3 In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community,

8. Risk Management and Review

8.1 The Council will review the grant aid budget annually and periodically review the criteria for awarding grant aid to community organisations.

9. End of Project Grant Monitoring Report

9.1 Successful applicants will be required to complete an End of Project report and provide evidence that the grant was spent for the purposes for which it was awarded.

9.2 It is important that the Council carefully monitors the use of public money and applicants must return the completed form within 12 months of receiving the grant and before any further applications are considered.

9.3 In the interests of transparency, details of the grant awarded will be published on the Council's website.



HALESWORTH TOWN COUNCIL

Waveney Local Office

London Road

Halesworth

Suffolk

IP19 8LW

(01986) 874517

clerk@halesworthtowncouncil.org.uk

GRANT/DONATION APPLICATION FORM

Name of organisation	
Name of account for payment (if different from above) ¹	
Bank Details (a/c & s/c)	
Organisation address	
Contact name	
Contact address	
If a registered charity, please give no:	
Average income per annum	
Project or activity grant required for	
Overall cost of the project	
How much has been raised so far	
Sum applied for	
Proportion/number of beneficiaries living in the electoral area	
Please give details of any other grant applications made to other organisations ²	
Would you like assistance in finding other sources for grants?	
Signed by	

¹ Payment may be made by cheque or bacs

² The provision of such information will not jeopardise this application to HTC

Item 6 - applications sent separately

Item 7a) - 7d) —to follow (where appropriate)

Item 8— Excel spreadsheets sent separately