



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING

MONDAY 21st January, 2019 at 6.30pm

FINANCE REPORT no. 32 (2018-19)

Present: Councillors;

P Dutton, A Fleming, R Lewis (Chair), K Prime, D Thomas, M Took, P Widdowson, D Wollweber.

In Attendance: N Rees (Town Clerk), 2 members of the public (Ink Festival).

REPORT

- 1) **Apologies:** Cllr T Allen
- 2) **Declarations of Interest:** Non-pecuniary interests: Cllr Thomas for 7 & 8, Cllr Fleming for 7, Cllr Widdowson for 7 & 8, Cllr Wollweber for 7 & 8, Cllr Took for 7 & 8, Cllr Prime for 7, Cllr Dutton for 7, Cllr Lewis for 7 & 8.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 17th December, 2018 was accepted as a true record.
- 4) **Matters arising from the minutes.**

Bank Card: It was noted that the report stated that the Clerk was still looking into the possibility of a Bank Card, the report should have made it clear that this was in reference to a Pre-Paid card (the report would be clarified). The Committee had decided at the November meeting not to consider dual authorisation on the bank accounts until after the elections in May 2019.

Station Building: The damp situation in the Station was discussed and it was noted that the canopy roof over the platform had been leaking for a long time but had only just been repaired. The Committee felt that this must have contributed to the damp problems in the Mencap side as the leaking roof had left pooling water on the platform. As the platform is at a much higher level than the internal floor of the Mencap office, this water could be finding its way through the walls adding to the damp problems. It was **RESOLVED** that the Committee requested that the Clerk writes to Greater Anglia to point out this issue and request financial assistance to rectify the problem. This would be an ideal time to raise the matter before any remedial work covers up the evidence.

Trees: It was noted that one or two members of Halesworth in Bloom had been planting trees in several areas of the town over the Christmas holidays without prior notification or obtaining the necessary permissions. The Clerk understood the majority of Halesworth in Bloom's members were also unaware of this action. It was **RESOLVED** that the Clerk would circulate a map to the Committee members which showed the areas already planted and some other proposed areas. Halesworth in Bloom would be invited to attend the monthly meeting on February 4th 2019 to discuss the issue with the Council.

ATM/Cash Point: The Clerk reported that he understood that the Link machines would need to be provided through a retailer such as SPAR (for example), the Town Council would not be able to provide an ATM machine. It was hoped that the Co-op would decide to provide an external ATM on their site. Cllr Prime referred to the stand alone cash machines at the Great Yarmouth sea Front. It was agreed that the Clerk would contact Gt Yarmouth Borough Council and ask who had provided the machines.

- 5) **Finances:** The Committee received and noted the monthly report of expenditure against the budget.
- 6) **Grants and Donations:** To consider the following grant applications and requests for donations:
 - a. **Ink Festival:** Mr Matthew Wetmore and Mr John Bainer attended the meeting. Mr Bainer explained that the festival, now in its 5th year, had been growing in popularity every year. They now received over 300 scripts to consider and the event was very well attended by the public. The Committee had supported the festival every year and agreed that it wished to continue as it attracted many visitors to the town. It was then **RESOLVED** that the Committee approved the grant for £1,000 towards the Ink Festival
 - b. **Youth summer activities donation:** This request had been sent in by Louise Thomas of WDC for summer activities organised by 'Go Geronimo CIC'. The Clerk had considered that this request was not a grant application in the normal sense as there had been allowance made in the budget for this type of activity under 'Youth Development'. However, the Committee had felt that all applications should be made formally via the grant application form which would then produce the necessary paper trail. Nevertheless it was agreed that the Committee wished to support the event and it was **RESOLVED** that the Committee would donate £800, subject to receiving a completed grant application. The Clerk would then raise the cheque once the application was completed.
- 7) **Free Parking:** To consider any updates. Cllr Dutton reported that he and Cllr Forster had met with Mr Kerry Blair (Head of Operations, WDC) on a previous occasion to discuss the unique parking issues facing the town. Cllr Forster and Cllr Wollweber had also met Mr Blair in Halesworth on Monday and they had visited all the car parks and pointed out the problems. Cllr Forster was hopeful that Mr Blair now fully understood the situation but was under the impression that Mr Blair was expecting some form of proposal from HTC. However, Mr Blair had been aware of discussions between the District Cllr Tony Goldson and Cllr Graham Catchpole and that there was a proposal being discussed. This proposal was for all the car parks to have one hour free parking except the Thoroughfare, eleven spaces for half hour free parking to be retained in the Thoroughfare car park and a free parking provision for Blue Badge holders for the sum of £15,000 fixed for a period of two years (subject to any changes in parking policy by the new East Suffolk Council). The Clerk noted that this was only a proposal and was subject to WDC Cabinet approval. The Committee wished to add an alternative option that the current status quo with the Thoroughfare car park could be retained for the same sum of £15,000, in other words if WDC did not wish to go the trouble of changing the other car parks HTC would accept £15,000 to keep the free parking in the Thoroughfare car park only. Cllr Forster had also discussed other ideas regarding changing the parking tariffs and also the possibility of making the Station Rd car park suitable for overnight parking for rail travellers. It was agreed that Cllr Forster would write up his proposals for circulation and the Clerk would provide background information on the data used for calculating the other car park's potential loss of revenue to support the first proposal.
- 8) **Budget & Precept:** To consider if there are any amendments to the Committee's recommendations: It was agreed that as there were several matters in abeyance and the

final decision on the Precept would be made at the monthly meeting on the 4th February and the budget would be amended accordingly.

9) **Documents for approval:**

- a. Financial Regulations: It was **RESOLVED** that the Financial Regulations were approved for 2019-2020 without amendment.
- b. Asset Register: It was **RESOLVED** that the Asset Register was approved but the Clerk would contact Halesworth Events Management to clarify the status of the Christmas lights and whether any of the lights were now obsolete and if so the Asset Register would be amended.
- c. Risk Assessment: It was **RESOLVED** that the Risk Assessment was approved with the amendment that the appointment of the Data Protection officer was downgraded to 'LOW' risk.

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

- a. Grit Bin for Barons Close: The Clerk reported that a resident of Barons Close had requested a Grit Bin on the junction of Barons Close and Dukes Drive. The Clerk had received confirmation that other residents of the Close supported this request and that the residents would receive delivery and prepare a base. The Clerk confirmed the cost would be in the region of £80 for the 200ltr bin and it was **RESOLVED** that the committee approved the purchase.

11) **Correspondence:** None

12) **News Items:** To consider any items for the website/newsletters. It was agreed to publicise the grant to the Ink Festival and details of the Precept once it had been agreed.

13) **Accounts for Payment:** The Committee approved the accounts for payment as follows:

3714.	LCPAS – Byelaws & Public Nuisance Seminar (LGA 1972 s111)	40.00
3715.	N Rees – Travelling to Training (Byelaws – Bury St Edmunds) (LGA 1972 s111)	35.28
3716.	Waveney Norse – Market Clean (Food Act 1984 s.50)	174.99 + vat
3717.	Waveney Norse – Reinstall Teen Shelter - Open Spaces Act 1906	2494.00 + vat
3718.	Survey Monkey – Annual subscription – Neighbourhood Plan (Direct Debit) (Localism Act 2011 sch9)	384.00

DD/Standing Orders:

3719.	Wave (NWG Business)– Saxon Allotment Water	109.54
3720.	Wave (NWG Business)– Swan Lane Allotment Water	171.79
3721.	Wave (NWG Business)– Bedingfield Allotment Water (Small Holdings and Allotment Act 1908 s23)	44.75

Bank & Cash Balances at 21st January 2019

Current 728	£141,853.61
Community A/c	£5,281.52
Business Reserves 017	£92,442.93
Petty Cash	£66.40

The following item was held *in camera*, the Clerk left the room.

14) **Staff Matters:** To review the staff appraisals held on the 18th January 2019 and to consider any recommendations to the full council: There were no recommendations noted.

The meeting was closed at 7.30pm