



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 15th April, 2019 at 6.30pm**

FINANCE REPORT no. 35 (2019-20)

Present: Councillors;

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

In Attendance: N Rees (Town Clerk), Michael Imison.

REPORT

- 1) **Apologies:** Cllr Allen, Cllr Widdowson.
- 2) **Declarations of Interest:** Non-pecuniary interest; Cllr Thomas for 7a & 7b, Cllr Dutton for 7c, Cllr Lewis for 7c & 7d, Cllr Wollweber for 7d, Cllr Fleming for 7c, Cllr Prime for 8.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 18th March, 2019 was accepted as a true record.
- 4) **Matters arising from the minutes.** The Clerk confirmed that he had written to Network Rail requesting financial assistance for the damage caused by their leaking canopy but had received no reply to date. Cllr Lewis requested that the Clerk writes to the bus companies to ask them to advise train passengers that the bus stop had now moved to Norwich Rd Bridge. There was currently a lack of information and this was causing confusion.
- 5) **Finances:**
 - a. To receive the end of year report of expenditure against the budget. The Committee received and noted the report.
 - b. To review the current reserves: The Committee noted the report on the current reserves.
 - c. To consider the transfer of any unspent funds from last year's budget: The Committee agreed the following transfers; £416 from Festive Lights (electricity) to reserves, £1,280 from Youth Development to the corresponding reserve, £8,922 from Divestment of WDC services to Community facilities reserve, £1182.40 from Depreciation to the corresponding reserve, £2080 from Skateboard Repairs to the corresponding reserve, £963 from Station Building to the corresponding reserve. £25,169.22 from general reserves to Pension Correction reserve (item 14). The Chair Peter Dutton also wished to donate half the remaining Chair's Allowance (£975) equally between Halesworth Dementia Carers Fund and Halesworth Area Community Transport.
- 6) **Audit 2019/2020:**
 - a. To consider the draft submission. The Clerk presented the draft Audit submission but advised that the Council waits until after the Internal Audit is completed before approving the document.

- b. Review of internal controls: It was agreed that the new Council should consider putting additional internal controls in place and the Clerk would include this as a future agenda item.
- 7) **Grants and Donations:** To consider the following grant applications and requests for donations:
- a. Halesworth Events Management: It was RESOLVED that the Committee approved a grant of £3,500.
 - b. HOPE (Holton Playground Enhancement). The Committee considered the application at some length and there were some differences of opinion but the Council was ultimately bound by its own grant policy which stated that grants, which were essentially funded by residents of Halesworth, should only be awarded to projects and organisations within the community. The Clerk would write to explain that on this occasion the Council could not support the application.
 - c. Halesworth Twinning Association: It was RESOLVED that the Committee approved the grant application for £600.
 - d. Halesworth Heritage Open Days: Mr Michael Imison attended the meeting and explained that the event would be larger this year, an additional 1,000 leaflets would be produced, more properties available to view, more films and a presence on the internet. This would hopefully attract more visitors to the town. It was then RESOLVED that the Committee approved the grant application for £2,500
- 8) **Free Parking:** It was noted that the confirmation about the new proposals, received from Mr Kerry Blair, were not definitive and left some doubt as to whether the arrangements and costs were actually agreed. In the present situation, the Committee were reticent about sending out letters asking for contributions if there remained any doubts about the agreement. It was then RESOLVED that the Clerk would contact Cllr Graham Catchpole and Mr Blair or whoever necessary to obtain a clearer letter of confirmation from East Suffolk Council. The proposed letter to the businesses was agreed (but to be reduced in text size to one page) but would not be sent out until confirmation from ESC had been received. Notifications via Facebook, website and other media would then be coordinated to go out at the same time.
- 9) **Hustings:** It was noted that the cost of hiring the URC was £15. However, there was a general lack of enthusiasm for a Hustings event due mainly to the complications of having 14 candidates and it was suggested that, as an alternative, the Council might be able to post 14 statements from the candidates on Facebook and the website. Cllr Thomas queried if this was permissible, the Clerk was not sure so it was agreed that the Clerk would consult with SALC. If it was permissible the Clerk would attempt to get agreement by email from the Councillors who were standing and then would contact the other candidates. If it was not permissible the Council would then need to decide whether to hold a Hustings event.
- 10) **Maintenance:** To consider any maintenance costs:
- a. **Town Sign:** The original craftsman who had created the Town Sign, opposite the Angel Hotel, had been to site and had provided an estimate to repair the sign. It was then RESOLVED that the Committee approved the estimate of £975, whilst it was preferable that it should be repaired by the originator it was also more competitive than other quotations received.
 - b. **Bench & Bin (Old Station Road Play Area):** Cllr Thomas explained the need for, ideally, two benches and a bin in and around the play area. The Clerk confirmed that this could potentially be funded by s106 monies and/or CIL funds. Cllr Dutton also confirmed that East Suffolk Council had identified this particular play area as a priority for improvement. It was then RESOLVED that the Committee

approved the purchase of two benches and one bin for the Old Station Rd Play Area which would be funded by s106, CIL and or any contributions from ESC.

11) **Correspondence:** None.

12) **News Items:** To consider any items for the website/newsletters: It was agreed that the Clerk's Office should explain via Facebook/Website etc. that residents were able to vote for up to 12 candidates in the forthcoming elections as this may not be fully understood.

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

3714.	ICO Data Protection registration (LGA197 s111)	40.00
3715.	Van dijk Payroll Services – quarterly	60.00 + vat
3716.	Waveney Norse Ltd – Market Clean (Food Act 1984 s.50)	174.99
3717.	East Suffolk Council – Park lighting (Open Spaces Act 1906 ss9&10)	500.00 + vat
3718.	East Suffolk Council – Bedingfield Crescent Allotments – Rent	5.00
3719.	SALC – Annual Subscription (LGA1972 s111)	1053.86
3720.	HM Revenue & Customs – Payroll liabilities (LGA 1972 s112)	2125.13

Bank & Cash Balances at 15th April, 2019

Current 728	£124,238.01
Community A/c	£5,284.15
Business Reserves 017	£92,489.02
Petty Cash	£87.13

14) **Staff Matters:** Local Government Pension Scheme & payroll services: This item was also discussed under item 5 whilst agreeing the transfer to reserves. The Clerk and Assistant Clerk had confirmed in writing agreement to join the LGPS after the Council had agreed in the April meeting (item 36.26) to offer the scheme to both members of staff and to make the necessary adjustments for the Council's contributions to the Clerk's pension payable to the Local Government Pension Scheme. The figure as calculated by the Local Council Public Advisory Service was £18,169.92 over the three year period from April 2016. It was RESOLVED that the Committee agreed to create a Pension Correction reserve comprising of the above figure and in addition add a further £7,000 to allow for the pension contributions for the year 2019/2020. This would then mean the new Council elected in May, would not need to use the budget to pay staff pensions, which had been set before these adjustments were known.

The meeting was closed at 7.50pm.