



# HALESWORTH TOWN COUNCIL

## FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 17<sup>th</sup> JULY at 6.30pm

### FINANCE REPORT no. 38 (2019-20)

Present: Councillors;

A Dunning, P Dutton, A Fleming, R Lewis (Chair), J Reece, D Thomas, M Took (Vice Chair),  
D Wollweber,

In Attendance: N Rees (Town Clerk). No members of the public.

### REPORT

- 1) Apologies: Cllr K Prime (received), Cllr T Allen (not received).
- 2) Declarations of Interest: None
- 3) Minutes: The report of the Finance & Personnel Committee meeting held on the 17<sup>th</sup> June, 2019 was accepted as a true record.
- 4) Matters arising from the minutes. Cllr Dutton asked about the Skateboard Park repairs, the Clerk confirmed that no repairs had been undertaken as yet but he would chase again. Temporary duct tape had been used in the meantime to the bottom of the ramps.
- 5) Finances: The Committee received and noted the monthly budget report, reserves and current budget. The Chair explained that the government's locality grant received was for the Neighbourhood Plan Steering Group and there were specific criteria for spending these funds. The Chair had volunteered to keep a record of the transactions as well as the Clerk, as any unspent monies would have to be paid back at the end of the financial year. It was confirmed that the N Plan Steering Group also had an allowance in the Council's budget for items not covered by the grant.

The Clerk would circulate the Council's documents for grant applications, grant policy and grant reporting procedures to the members.

- 6) CIL/s106: The Committee received and noted the report of the current balances and funds available. The Clerk confirmed that there was £1,025 currently available in s106 funds, the remaining funds were either already allocated or expired. However, the Clerk reported that this was extremely difficult to keep track of as there were still outstanding jobs required and Waveney Norse's invoices were not in sync with the work. It was agreed that the Clerk would compile a list of the outstanding work/invoices and arrange to meet with Waveney Norse representatives.
- 7) Grant Applications:
  - a. 1<sup>st</sup> Halesworth Scout Group – Repairs and renovation to the Scout Hut. Mr Nigel Busby attended the meeting and explained the purpose of the grant. Mr Busby amended the application to £5,500 as there had been an error on the original application. The Chair thanked Mr Busby but advised that it would not be possible to award the full amount due to restrictions on the Committee's spending limit and also consideration would need to be made for other regular applicants that the

Council would wish to support. It was proposed by Cllr Thomas and RESOLVED that the Committee approved a grant of £2,750, funded by £2,500 from the grant budget and £250 from the Youth Development fund

- b. Citizens Advice Bureau – Operating costs. It was RESOLVED that the Committee awarded a grant of £1,000.
- c. Halesworth Dementia Carers Fund – Operating costs. It was RESOLVED that the Committee awarded a grant of £5,000.

8) Halesworth in Bloom: To consider the following:-

- a. Proposed path in the Town Park. The Committee considered the proposals for a new path from the entrance around the perimeter behind the play area and finishing by the bridge. The costs were estimated at £1,100 which it seemed HIB were requesting but there had not been a grant application received for the work. It was therefore a question as to whether the Council wished for this path to be in the park and to fund it. The Committee were very supportive of all the work HIB did in the town but felt that this additional path was unnecessary and there was a danger that the Park was becoming overdeveloped. It was RESOLVED that the Committee did not support this proposal.
- b. Litter in the Skateboard Park. It was agreed that litter was a problem, however more signage was proven to be ineffective and this could not be policed anyway. Norse were contracted to clear the litter on a weekly basis and some residents very helpfully collected litter from time to time. The Committee agreed to arrange a litter picking day, the Clerk would order more equipment which would be funded by the recent ESC grant.
- c. Weeding in the Thoroughfare. It was agreed that Waveney Norse could not be expected to pull up individual weeds but they had sprayed the Thoroughfare recently. HIB comments were duly noted.

9) Audit: To review the internal audit report and consider any actions. The Clerk would action the three recommendations and implement any other comments and bring these back to the Committee to approve in September/October.

10) GDPR: To review the Council's privacy notices and approval of any other documents suggested in the internal audit report. It was RESOLVED that the Committee approved the General Privacy Notice and the Staff and Councillors Privacy Notice.

11) Telephone and Broadband: Report of the Clerk's negotiations with BT. The Committee approved the Clerk's action to renegotiate the current contract with BT which reduced the monthly cost to just under the quotation received from an alternative supplier, as discussed at the last meeting. The new hub now also allowed free Wi-Fi access for visitors and councillors in the meeting rooms.

12) Free Parking: The Clerk confirmed that the proposed changes to make free parking in all the other car parks instead of the Thoroughfare had now been delayed. The change would not happen this year but in the meantime the costs for the free parking in the Thoroughfare would remain at the agreed rate of £15,000 instead of the original figure of £34,000. It was agreed that this should be advertised in all the usual media outlets. Cllr Thomas wished to make another proposal but the Chair asked this to be taken to the next monthly meeting.

13) Maintenance: No matters to report.

14) Correspondence: The Clerk reported on the introduction of parking charges at the Station. Concerns over sufficient free spaces for the Station building users and the impact of parking fees on the streets nearby meant that the Council should be involved. The Museum would be arranging a meeting arranged with Greater Anglia and Cllr Reece and Cllr Thomas offered to attend.

A resident had written to inform the Council of the issue with dogs fouling the Gainsborough Drive play area and also that the signage warning of fines was now very faded. It was RESOLVED that the Committee approved the purchase of a new dog bin and to ask Waveney Norse to replace the sign.

Another resident had written to ask if a baby changing table could be installed in the Ladies WC in the Park. The Clerk would relay the request to Waveney Norse.

HCSL had written to thank the Council for their grant which had facilitated the purchase of a tractor unit capable of grass cutting, rolling and mulching.

15) News Items: To consider any items for the website/newsletters. Free parking update would be sent to all media outlets.

16) Accounts for Payment: The following list of accounts was approved for payment.

<u>3714.</u>	HMRC Payroll Liabilities (LGA 1972 s112)	2485.16
<u>3715.</u>	Waveney Norse – Quarterly Market Clean (Food Act 1984 s50)	174.99

DD/Standing Orders:

<u>3716.</u>	Barclays Bank Bank Charges (LGA 1972 s111)	16.00
<u>3717.</u>	CF Corporate Finance Quarterly Photocopier Lease	168.06
<u>3718.</u>	EDF Electricity – Market Place no 2 (Food Act 1984 s50)	24.80
<u>3719.</u>	EDF Electricity – Market Place no 3 (Food Act 1984 s50)	18.33
<u>3720.</u>	Wave (NWG Business)– Saxon Allotment Water (6 months)	136.69
<u>3721.</u>	Wave (NWG Business)– Swan Lane Allotment Water (6 months)	266.25
<u>3722.</u>	Wave (NWG Business)– Beddingfield Allotment Water (6 months) (Small Holdings and Allotment Act 1908 s23)	69.93
<u>3723.</u>	Local Government Pension Scheme (Mthly Employer and Employees Contrib) (LGA 1972 s112)	1,006.75

Bank & Cash Balances at 12th July, 2019

Current 728	£70,624.34
Unity Trust	£84,000.00
Community A/c	£5,286.78
Business Reserves 017	£92,535.14
Petty Cash	£69.88

The meeting was closed at 7.57pm