



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING
MONDAY 16th SEPTEMBER 2019 at 6.30pm

FINANCE REPORT no. 39 (2019-20)

Present: Councillors;

P Dutton, A Fleming, R Lewis (Chair), K Prime, J Reece, D Thomas, D Wollweber,

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

REPORT

- 1) Apologies: Cllrs; A Dunning, T Allen, M Took.
- 2) Declarations of Interest: To receive declarations for pecuniary & non-pecuniary interests: K Prime for item 9, R Lewis for item 9, D Wollweber for item 15.
- 3) Minutes: The report of the Finance & Personnel Committee meeting held on the 15th July, 2019 was accepted as a true record with the amendment that
- 4) Matters arising from the minutes.

Cllr Dutton asked whether the litter pick had been arranged, the Clerk confirmed that equipment had been ordered but no dates had been arranged, it was agreed to bring this to the monthly meeting. Cllr Dutton Asked for an update on the free parking; the Clerk confirmed that £650 had been received from the local parishes but businesses had not been asked as yet. No payment had been made to East Suffolk Council. Cllr Wollweber reported that he had met with Stephen Baker CEO and Andrew Jarvis of ESC and Mr Jarvis had said that he would be looking into it and would get back to HTC. It was RESOLVED that the Committee recommended to take no action and wait to see what the response was from ESC. Cllr Dutton asked for an update on the parking at the Station. The Clerk confirmed that he had written to Greater Anglia, copied to Therese Coffey MP and County Cllr Tony Goldson, to accept the offers of reduced parking fees for Museum visitors and the arrangements for the Bus permits but had asked for three permanent parking bays to be allocated to the Station building users. The Clerk was awaiting a response.

Cllr Prime asked whether the Thoroughfare had been sprayed for weeds. The Clerk confirmed he had ordered the spraying but did not know if this had been actioned as yet. Cllr Prime said there had been no sighting of Waveney Norse personnel weed spraying so it was unlikely this had been undertaken. The Clerk would chase the order.
- 5) Finances: The Committee received and accepted the monthly report of expenditure against the budget.
- 6) CIL/s106: To receive a report of the current balances and funds available. The Clerk reported that the current CIL monies received were not sufficient to cover the increases cost of the CCTV. It was noted by Cllr Prime that Keith Forster was currently negotiating with the supplier to reduce the cost. It was agreed to review this at the next monthly meeting. The Clerk would enquire as to when CIL monies would be released for the Hopkins site and the newer Fairfield Rd site.

- 7) Audit: The Committee received and accepted the completion certificate and it was noted that there were no matters requiring any action, Cllr Dutton congratulated the Clerk.
- 8) Banking: To review the current position with Barclays and Unity Trust Bank and to confirm all bank signatories are able to use the online system. Barclays had still not actioned the Council's request to transfer the direct debits and standing orders. Cllr Lewis had visited the branch in Beccles and had taken a copy of the letter and urged them to action without further delay. It was RESOLVED that the service from Barclays Bank had been very unsatisfactory and that the Clerk would write a letter of complaint and this would be signed by two authorised signatories. It was noted that not all the authorised signatories had completed the sign up process for Unity. However the Clerk could not wait any longer for Barclays to take action; allotment rents were set up to be received in the Unity account and all the payments to be approved at this meeting were from the Unity account. Three of these would be by online authorisation.
- 9) Scarecrow Week: To approve the cost of the advert in the HCN (£79.50): It was noted that this was more than it had been in previous years and it was RESOLVED that the Committee would approve a cost of no more than £50 for the advert. The Clerk would contact HCN and request that the advert is reduced in size to suit this expenditure.
- 10) Financial Regulations: To approve the Financial Regulations and any amendments noted in the draft document. It was RESOLVED that the following amendments were agreed; page 2, 1.1 insert 'Town Council', page 4, 5.5 accept Clerk's addition, page 11, 2 remove 'Waveney District' and replace with 'East Suffolk'
- 11) Maintenance: To consider any maintenance costs: It was noted that Cllr Thomas had been asked to report that there were trees on the allotments that were blocking the light for some of the residents of Lansbury Road. The Clerk would investigate.
- 12) Market Application: It was RESOLVED that the Market trader's application to sell cakes and sweets was accepted.
It was RESOLVED that the arrangements for 'pop up' stalls was accepted, the calendar and bookings would be managed by Laura Brown of the Feed Barn, payment would be taken by BACS only in advance and the cost would be £15 per stall (for a typical stall up to 10ft long).
- 13) Correspondence: The Committee acknowledged the generous contribution from the Halesworth Tourism Group of £200 towards the refurbishment of the town sign.
It was noted that the Community Speedwatch programme had been raised by one member of the public at the Forum meeting. Cllr Goldson had indicated by email to the Clerk that HTC could buy into the scheme for a cost of between £1,000 and £2,000. However it was not known exactly what the cost was for, if it was for a hand held speed gun then perhaps, as suggested by Cllr Prime, it would be better spent on another VAS sign. It was agreed that finding volunteers for this the Community Speedwatch was a problem as the Council had advertised in the past without success. It was RESOLVED to take this to the monthly meeting in October and in the meantime the Clerk would find out more details. The Chair of the Council would also attend the next Divisional Parish meeting where this was usually discussed in detail.
- 14) News Items: To consider any items for the website/newsletters: Scarecrow event, pop up market stalls.
- 15) Accounts for Payment: To consider the list of accounts for payment. The Clerk wished the Committee to note that the payment for the hire of the PA would be used by the U3A

towards a Lectern which would be housed in the New Cut Arts Centre, the Committee had no objection. It was then RESOLVED that the Committee approved the following list of accounts for payment.

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| <u>3714.</u> | U3A – Hire of PA equipment (April & September) suggested donation (GPoC) | 50.00 |
| <u>3715.</u> | Red Dune – Repair of office computer (LGA 1972 s111) | |
| <u>3716.</u> | Local Government Pension Scheme (Mthly Employer and Employees Contrib) | 1,006.75 |
| | (LGA 1972 s112) - September | |
| <u>3717.</u> | Huntingfield Parish Council – Cllr Training (LGA 1972 s111) | 17.20 |
| <u>3718.</u> | Waveney Norse – Bus Shelter Cleaning LG Misc. Prov. Act 1953, s4 | 50.00 + vat |
| <u>3719.</u> | D Wollweber – Travelling expenses to SALC Training (LGA 1972 s111) | 28.08 |
| <u>3720.</u> | R Lewis – Travelling expenses to SALC Training (LGA 1972 s111) | 28.08 |
| <u>3721.</u> | D Wollweber – Airfare to Eitorf – Twinning – Chair's Allowance | 76.01 |
| <u>3722.</u> | HMRC Payroll liabilities Quarterly (LGA 1972 s112) | 2485.36 |

DD/Standing Orders:

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| <u>3723.</u> | BT Telephone & Broadband (LGA 1972 S111) | 130.05 + vat |
| <u>3724.</u> | CF corporate Finance – Photocopier Lease for 2020 | 600.20 + vat |

Bank & Cash Balances at 13th Sept, 2019

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| Current 728 | £50,924.90 |
| Unity Trust | £84,000.00 |
| Community A/c | £5,289.42 |
| Business Reserves 017 | £92,581.28 |
| Petty Cash | £69.88 |

The meeting was closed at 7.30pm