



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 18TH NOVEMBER 2019 at 6.30pm

FINANCE REPORT no. 41 (2019-20)

Present: Councillors;

T Allen, P Dutton, A Dunning , K Prime, J Reece, M Took (Vice-Chair), D Wollweber,

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

REPORT

In the absence of the Chair of Finance, Cllr Lewis, the Vice Chair, Cllr M Took chaired the meeting.

- 1) **Apologies received:** A Fleming, R Lewis, D Thomas
- 2) **Declarations of Interest:** Non-pecuniary interests: Cllr A Dunning for 8a.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 21st October, 2019 was accepted as a true record.
- 4) **Matters arising from the minutes.** It was noted that the weed spraying had been completed. The Clerk accepted that he would have to change the direct debits with the suppliers from Barclays Bank to Unity Trust Bank but currently this was not critical as currently the precept was paid into the Barclays account.
- 5) **Finances:** To receive a report of expenditure against the budget. The Committee received and noted the monthly report. Cllr Dutton asked about the High Street clean up grant of £413.40 and whether this could be used for other purposes. The Clerk confirmed that originally it was intended to purchase equipment for a litter pick but it was possible that it could be used for some other high street cleaning project. The Clerk advised the Committee that the Council's current reserves were too high. Whilst it was accepted that some earmarked reserves had been accumulated as a contingency, for example for expected devolved liabilities from East Suffolk Council, it would need to commit to a programme of expenditure soon.
- 6) **CIL/s106:** To receive a report of the current balances and funds available. The Committee received and noted the CIL report. The Clerk advised the Council that it needed to find constructive uses for the funds as there would be more payments due in the next 18 months which needed to be spent within five years of the receipt date. There had already been suggestions made for a pedestrian crossing at Swan lane/Saxon Way and it could possibly be used towards purchasing the London Rd building but the members agreed that the whole council needed a brain storming session to identify the best use for the CIL money.
- 7) **Budget:** To consider the budget for 2020/21. The Committee received and noted the suggested budget for 2020/21 which had been compiled by the Chair of Finance, Cllr Rosemary Lewis together with the Clerk. The recommendation was that the budget

should remain the same as last year, but that no decision needed to be made until the December's Finance meeting. There was a difference of opinion between the members as to whether there should be a small increase in line with inflation. Cllr Dunning proposed that the budget should remain the same as last year but the Committee deferred the final decision until December.

8) **Donation requests:**

- a. Churches Together – Christmas Dinner. The Committee noted the email letter from the Blyth Valley Churches Together, regarding the Christmas meal. This would be at St Mary's Church Hall and was intended for those who would otherwise be alone at Christmas. It was RESOLVED that the Committee approved a donation of £50.
- b. Creative writing and Product Design awards – Bungay High School. It was RESOLVED that the Committee approved a donation of £25 for the Creative Writing award and £25 for the Product Design award. The Chair, Cllr Dave Wollweber, would hopefully attend the meeting.

9) **Market:** Outstanding accounts. The Clerk reported that despite sending the 14 day notice letter to the trader there had not been any response. The Committee's agreed that the Clerk should attempt one more effort to recover the outstanding debt with another letter stating that the Council would withdraw the Market Licence if payment was not received within a further 14 days. If this was not successful, the Clerk would apply online for a Court Claim.

10) **Maintenance:** To consider any maintenance costs: It was RESOLVED that the Committee agreed to install two Cigarette bins, one inside each shelter at the Memorial Gardens.

11) **Correspondence:** None

12) **News Items:** To consider any items for the website/newsletters: None

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

3714.	ESC Lotteries licence (Gambling Act 2005 s252, s258)	20.00
3715.	ESC Election costs (LGA 1972 s111)	2639.53
3716.	Micropress HCN – leaflets (LGA 1972 s142)	75.00 + vat
3717.	Micropress HCN – N Plan advert (Localism Act 2011 sch 9)	150 + vat
3718.	SALC – Community building training (LGA 1972 S111)	105 + vat
3719.	Trinity Damp – (GPoC) Damp proofing to Station Bldg	2075.00 + vat
3720.	Local Government Pension Scheme (Mthly Employer and Employees Contrib) (LGA 1972 s112) – November.	1,006.75

DD/Standing Orders:

3721.	BT Telephone & Broadband (LGA 1972 S111)	170.34 + vat
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Bank & Cash Balances at 13th November, 2019

Current 728	£143,654.82
Unity Trust	£69,570.00
Community A/c	£5,289.42
Business Reserves 017	£92,581.28
Petty Cash	£69.88

The meeting was closed at 7.38pm