



HALESWORTH TOWN COUNCIL

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

FINANCE REPORT no. 42 (2019-20)

Present: Councillors;

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

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

REPORT

- 1) Apologies: Cllr Dunning, Cllr Thomas, Cllr Reece (absent: Cllr Allen)
- 2) Declarations of Interest: None
- 3) Minutes: The report of the Finance & Personnel Committee meeting held on the 18th November, 2019 was accepted as a true record.
- 4) Matters arising from the minutes: It was noted that the Christmas meal planned to take place at St Mary's Church would now be held in the Day Centre.
- 5) Finances: The Committee received and noted the report of expenditure against the budget. It was noted that there was a Youth Development fund which had been unspent this year. It was agreed to appoint a Councillor to be responsible for Youth Development at the next monthly meeting. Cllr Dutton reported on Highway's Community Self Help project which encouraged parish councils to put someone forward for training to enable the Town Council to undertake certain maintenance jobs within the 30mph limit on pavements and verges. This could include cleaning signs, weeding, cutting hedges etc. If the work was approved by SCC Highways and supervised by the trained operative, all volunteers would be covered by Highways' insurance. The trainee would be provided with Hi-Vis and equipment. There was no cost to the Town Council for the training or equipment. This proposal would be taken to the next monthly meeting. Cllr Dutton also reported on County Councillor Goldson's initiative to pool resources from parishes into a common pot which would include Cllr Goldson's Locality fund but the details of how this would work was bit entirely clear. It was suggested that the Town Council could schedule an annual inspection of all its equipment an assets in order to create a maintenance schedule.
- 6) CIL/s106: The Committee received and noted the current balances and funds available but this would be discussed in more detail at the CIL meeting on the January 13th 2020 at 6.30pm.
- 7) Budget: The Committee received and noted the suggested figures and to consider setting the budget for 2020/21. It was RESOLVED that the Committee recommended approval of the budget.
- 8) Precept: To consider the Precept for 2020/2021 and making recommendations for the Council's monthly meeting in January. It was RESOLVED that the Committee recommended a Precept of £116,641.15 for 2020/2021, which was a 1.4% increase over

this year's Precept but due to an increased number of tax paying residents this would constitute to a 0% increase, i.e. no change from this year (2019/2020).

9) Maintenance: To consider any maintenance costs:

10) Correspondence:

11) News Items: To consider any items for the website/newsletters.

12) Accounts for Payment: The following list of accounts for payment was approved:-

<u>3714.</u>	Navigus – N Plan survey – Invoice 2 (Localism Act 2014)	1131.00 + vat
<u>3715.</u>	Local Government Pension Scheme (Mthly Contributions) (LGA 1972 s112) – December	1,006.75

	Agreed at the meeting	
<u>3716.</u>	Cleaner – Christmas contribution – (Chair's Allowance)	50.00

Bank & Cash Balances at 13th December, 2019

Current 728	£141,315.79
Unity Trust	£62,988.13
Community A/c	£5,292.06
Business Reserves 017	£92,627.44
Petty Cash	£69.88

13) Staff Matters: To arrange a Staff review meeting for recommendations for the January Finance meeting and the February Monthly Council meeting. It was agreed that the meeting would take place at 11am in Chambers on the 10th January, 2020

It was also agreed that the Council wished to recognise the contribution of the cleaner who cycled in to clean the toilets and offices in all weathers even on bank holidays. The Chair agreed to contribute from the Chair's allowance for a Christmas box of £50.

The meeting was closed at 7.10pm