



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING
MONDAY 20th JANUARY 2020 at 6.30pm

FINANCE REPORT no. 43

Present: Councillors;

T Allen, P Dutton, A Fleming, R Lewis (Chair), K Prime, J Reece, D Thomas, M Took (Vice-Chair), D Wollweber,

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

REPORT

- 1) Apologies.
- 2) Declarations of Interest: To receive declarations for non-pecuniary interests: Cllr Lewis for item 10, Cllr Wollweber for item 10.
- 3) Minutes: The report of the Finance & Personnel Committee meeting held on the 16th December, 2019 was accepted as a true record (correction – Cllr Lewis was present at the meeting)
- 4) Matters arising from the minutes: None
- 5) Finances: To receive a report of expenditure against the budget. The Committee members received and noted the report and ask questions relating to the budget. It was RESOLVED that the Clerk would arrange for the free parking contributions received from the local parishes to be returned to them.
- 6) Grants and Donations: To consider any grant applications or donations:
 - a. Oxblood Molly – Day of Dance event 28 03 20: It was noted that the event was very successful and gaining in size and popularity every year. It was RESOLVED that the Committee approved a grant for £250 but would inform the applicants that the Council would like to see the organisers approach other organisations in the town for help with funding the event in 2021 and more details on the expenditure on the next application.
- 7) CIL/s106: As the Committee and all councillors had received previous reports on the current balances recently the Clerk had not produced another report for this meeting as the situation was unchanged. Cllr Thomas asked whether the Committee would consider a recommendation to Council that other organisations in the town could apply for CIL monies directly to the Town Council. The Clerk advised that organisations could apply for CIL funding directly to East Suffolk Council but there was no mechanism in place for access to the Town Council's CIL funds. This proposal was not the same as organisations suggesting ways in which the Town Council could spend CIL; it was directly applying for the money in the same way as grant applications. It was RESOLVED that the Committee made a recommendation that the Clerk investigates whether the Council should treat the CIL monies received as a separate fund which would be accessible by outside

organisations and what rules or mechanism should be in place to determine the applications.

8) Documents for approval:

- a. It was RESOLVED that the Asset Register January 2020 was approved and was signed by the Chair and the Clerk.
- b. It was RESOLVED that Risk Assessment January 2020 was approved and was signed by the Chair and the Clerk.

9) Maintenance: To consider any maintenance costs: Car park lighting: It was noted that ESC had replaced the faulty round lamps in the Thoroughfare car park with flat LED lights. It was agreed that the Clerk would ask whether the other lights could be replaced to match the new lights (assuming that the round style lights were no longer available). Flagpole: It was noted that the pole was leaning over. The Clerk thought this was probably due to the heavy flag and recent high winds which had caused the concrete slab to move in the very wet ground. The flagpole supplier had quoted £231 just to service it and would then inspect the reason for the pole leaning over when they visited site. The Committee felt this was an unnecessary cost and asked the Clerk to approach a local company to see if they could rectify the problem.

10) Station Building: Update on Greater Anglia's response regarding the lease and the Museum's current proposals. The Museum had confirmed that they did not wish to take over the lease due to the uncertainties after 2025 when Greater Anglia's franchise expires. A new opening between the existing Museum and the former Mencap area would be preferable but they were not proposing making this change at this stage due to costs and the short period of the lease. It was accepted that the door opening would be preferable as it would then maximise the usefulness of the area. The Clerk would contact Greater Anglia to see if they would object to this new door opening and to see if there were any conditions attached to undertaking the work. It was then RESOLVED that the Committee recommended to Council that the Mencap area is provided for the use of Halesworth & District Museum for the amount necessary to cover the costs of the rent, insurance and dilapidation (£477 per annum on 2019-2020 figures and approximately £500 per annum for 2020-2021, to be confirmed when the new costs for insurance and rent have been received). Cllr Wollweber and Cllr Lewis were both trustees of the Museum and abstained from voting.

11) Correspondence: The Clerk explained the proposals from Elephant Wi-Fi for free Wi-Fi in some open areas of the town and perhaps more significantly the proposal for an anonymous data tracking equipment that would monitor mobile phones uniquely and this would then provide very useful information on the shopping habits and where they went in the town, how often they visited, etc. The scheme was free for three years but thereafter would need to be funded by the Council and/or other interested parties. The Clerk also reported that Halesworth had been selected by ESC as one of the first towns to benefit from the People & Places survey and any associated funding. It was agreed to invite a representative to explain the Elephant Wi-Fi in more detail on Monday 17th February just before the Finance meeting, all councillors would be invited to attend.

12) News Items: To consider any items for the website/newsletters: It was agreed to advertise the Day of Dance early and again nearer the date. The Clerk would also look at how accessible the Four Year Plan was on the website and whether any version of the Town Plan could be removed.

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

<u>3714.</u>	Greater Anglia – Station Rent (L G Act (Misc Provisions – 1976 s19)	503.24
<u>3715.</u>	Wissett Parish Council – VAS insurance (Local Government & Rating Act 1997 s30)	18.72
<u>3716.</u>	Waveney Norse - Quarterly Market Clean (Food Act1984 s 50)	174.99 + vat
<u>3717.</u>	Viking – Stamps	72.88
<u>3718.</u>	Local Government Pension Scheme (Mthly Contributions) (LGA 1972 s112) – January	1,006.75

Bank & Cash Balances at 20th January 2020

Current 728	£138,553.09
Unity Trust	£66,380.15
Community A/c	£5,292.06
Business Reserves 017	£92,627.44
Petty Cash	£69.88

14) Staff Matters: Update on the new NJC pay scales and arranging staff reviews: It was noted that the new pay scales were not currently available and the reviews would now take place in February. Cllr Wollweber, with his previous experience with the County Council, had questions on how the salary scales were calculated in terms of annual pay reviews. He had attempted to get advice from SALC but this had proved to be inconclusive. Unfortunately it was not clarified in the staff's contract of employment either so it would need to be discussed in more detail by the Personnel Working Group, the Finance Committee and finally by the Council.

The meeting was closed at 7.16pm