



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 16TH MARCH 2020 at 6.30pm

FINANCE REPORT no. 44

Present: Councillors;

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

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

REPORT

Cllr Took chaired the meeting in Cllr Lewis' absence

- 1) Apologies: Cllr R Lewis
- 2) Declarations of Interest: Non-pecuniary interests: Cllr Dunning for items 7 & 8, Cllr Took for item 8.
- 3) Minutes: The report of the Finance & Personnel Committee meeting held on the 17th February, 2020 was accepted as a true record with the correction that Cllr Thomas was not present.
- 4) Matters arising from the minutes. The Clerk confirmed that he had contacted Framlingham Town Council as reported at the last monthly meeting (minute ref 47.8b).
- 5) Finances: To Committee received and noted the report of expenditure against the budget.
- 6) CIL/s106: The Clerk reported on the current balances and confirmed that another payment was scheduled for April. The Clerk and the Chair of the Council suggested that the CIL Working Group should meet every other month before the Finance meeting. The next meeting would be on April 20th at 5.45pm but this was very much dependent on whether any meetings would take place due to the Coronavirus.
- 7) Community Action Suffolk: The Committee approved of donation of £100
- 8) Insurance: The Committee received and noted the insurances rates for 2020-2021 for HTC and the Day Centre. The Clerk reported that the Council was currently in a five year deal but the broker had this year changed its insurance policy which now covered any items owned by the Council up to £150,000 regardless of whether it was on the Asset Register. It was then RESOLVED that the Committee approved the cost of £1,148.00 for HTC's annual insurance and £285.01 for the Day Centre's insurance.

The Clerk raised the matter of the War Memorials which he had noted were not specifically mentioned in previous asset registers. However the new policy would automatically cover these items. As regards to ownership of the Lancaster Memorial, it was unclear as to whether the Council had commissioned the stone memorial, who had provided the funding and when this had occurred. The Clerk's office was currently investigating this along with a former Town Councillor. It was RESOLVED that provided

no other groups were claiming ownership, the Town Council would adopt the memorial and it would then be covered under the Council's insurance. Members of the Committee had inspected the Lancaster memorial, as noted under minute ref 43.9 of the February Finance Committee report, but had found the condition to be satisfactory and that the wording could be clearly read and therefore no additional maintenance would be necessary. The Committee would review this on an annual basis.

- 9) Maintenance: To consider any maintenance costs: Requests for dog bins;
- a. Millennium Green – (Mells). It was noted that this location was in the parish of Wenhaston and Blyford and HTC had no authority to decide to erect a dog bin. It was RESOLVED that the Clerk would contact Wenhaston and Mells Parish Council to request a dog bin at the end of the Millennium track and would offer to part fund it provided Waveney Norse were willing to empty it.
 - b. Dukes Drive: It was RESOLVED that a green dog bin would be located in the most useful but sympathetic location at the junction of Dukes Drive and Walpole Road.

10) Correspondence:

- a. Day of Dance: The Committee were of the opinion that this event should be postponed to a later date in the interests of public health and protecting the most vulnerable members of the community and the Clerk would relay this information to the organisers but stressing the point that the Council were not the authoritative body and that they should seek the latest Government guidance on holding public events.
- b. Council Meetings and normal business activities: The Clerk drew attention to the problems of conducting the Council's business if it was advised not to have public gatherings due to the coronavirus. The Committee agreed that some business must be conducted, in particular payment of accounts. It was RESOLVED that if meetings were not possible the Clerk had emergency powers to present BACS payments up to £5,000 per month. The list of these transactions would be circulated to the Council but in any case it needed two bank signatories to approve them. The only difference was that the accounts would not be formally approved in a public meeting. This was understood to be technically against the Local Government Act of 1972 however the Act would not have foreseen these extraordinary circumstances and payment of invoices should take priority in the short term. The Council would have to monitor the situation closely and consider whether a minimum number of councillors could be called upon to make up a quorate for a meeting if it was deemed necessary. The public would be advised not to attend. The Annual Parish Meeting on April 23rd would be postponed.
- c. Emergency Fund: It was RESOLVED that the Committee agreed to put aside an emergency fund of up to £5,000 for supporting those most affected by the Coronavirus emergency. [Cllrs; Took, Dunning and Prime could not recall item 10c Emergency Fund and voted against approval of this minute at the April meeting, minute ref 45.3. The remaining seven members of the committee recalled the approval of the fund which had been a late suggestion by the Chair of the Council at the meeting and voted in favour].

11) News Items: To consider any items for the website/newsletters. It was agreed that the Clerk's office would advertise any of the local businesses that were offering home deliveries for food supplies.

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

<u>3714.</u>	Local Government Pension Scheme (Mthly Contributions) (LGA 1972 s112) – March	1,006.75
<u>3715.</u>	HMRC Payroll liabilities -(LGA 1972 s112)	2,485.36

<u>3716.</u>	Community News – N Plan advert (Localism Act)	362.00 + vat
<u>3717.</u>	Community News – HTC advert -(LGA 1972 s142)	126.00 + vat
<u>3718.</u>	Kei – N Plan leaflets, forms and posters (Localism Act)	239.00
<u>3719.</u>	National Pen – N Plan pens (Localism Act)	107.50 + vat

DD/Standing Orders:

<u>3720.</u>	East Suffolk Council – HTC offices – annual rates (LGA 1972 s111)	598.80
<u>3721.</u>	East Suffolk Council – annual Market rates (Food Act 1984 s50)	449.10

Bank & Cash Balances at 16th March, 2020

Current 728	£132,828.71
Unity Trust	£58,331.01
Community A/c	£5,293.92
Business Reserves 017	£92,659.92
Petty Cash	£114.49

The meeting was closed at 7.45pm