



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING
MONDAY 17th FEBRUARY 2020 at 6.30pm

FINANCE REPORT no. 44

Present: Councillors;

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

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

REPORT

- 1) Apologies: Cllrs; K Prime and D Thomas
- 2) Declarations of Interest: To receive declarations for non-pecuniary interests: Cllr Wollweber and Cllr Lewis for item 10.
- 3) Minutes: The report of the Finance & Personnel Committee meeting held on the 20th January, 2020 was accepted as a true record.
- 4) Matters arising from the minutes. The Clerk would ask East Suffolk Council whether they would change the remaining lights in the Thoroughfare car park to flat LED style. It was noted that a local contractor had repaired the foundations for the Flag Pole so that it wasn't leaning over. It was agreed that the double sided flag was too heavy, particularly in wet and windy conditions and should only be flown at special occasions. The Clerk's office would look at some alternative flag options.
- 5) Finances: The Committee received and noted the monthly report of expenditure against the budget.
- 6) CIL/s106: The Committee received and noted the report of the current balances and funds available. The Committee discussed options on whether there should be a separate group formed to look at CIL projects. It was agreed that the Finance Committee was not the ideal platform for general debate as it could take up too much time. It was then RESOLVED that the Finance Committee would recommend to the Council that an informal group should meet before the Finance meeting every month at 5.45pm. All councillors would be invited to attend.
- 7) Elephant Wi-Fi scheme: To consider any recommendations for the Council after receiving the presentation earlier in the evening. The Committee heard a presentation from Wil Gibson and Morag McInnis from East Suffolk Council. In brief the Town could benefit from a three year period of free Wi-Fi in the open spaces which also came with data tracking equipment and software. This would provide information on how visitors and residents used the town, where they went, how often they visited, how long they stayed etc. This information would also be very useful for event organisers as well as businesses. The data was strictly anonymous and used mobile phone signatures (not the phone numbers) to create the data. The initial infrastructure costs would be funded by East Suffolk Council but after three years the maintenance and subscription costs (in the region of £5k per year) would need to be funded by the Council and/or businesses. The Clerk would get feedback from Framlingham Town Council where the system had been

installed for about six months. Wil Gibson would provide the proposals for the infrastructure to the Clerk for distribution. The proposed area for the free Wi Fi and the tracking sensors was from the Library to the Market Place, although extending this area was possible. It was RESOLVED that the Finance Committee recommended that the Council approves this scheme for the town which could then be reviewed again after a period of time. As there were no initial outlay for the Town Council it was an opportunity to gain useful information which could also link in with the People & Places project that had access to additional funding to help 'market' the town.

- 8) Insurance: To review insurances rates for 2020-2021. The renewal figures had not been confirmed at the time of the meeting.
- 9) Maintenance: To consider any maintenance costs: The Clerk explained that he had been informed that the Lancaster Memorial was in need of renovation and the estimates were in the region of £800. It was agreed that the Councillors would inspect the memorial and in the meantime the Clerk would investigate ownership and insurance.
- 10) Station Building: To consider the terms of the lease for the additional area at the Station building. It was RESOLVED that the proposed lease drafted by the Clerk was agreed and this would be sent to the Museum for their consideration.
- 11) Banking: Authorisation – to consider the current technical issues. It was noted that some councillors were still experiencing difficulties in logging in and authorising the transaction. It was agreed that to take this to the monthly council meeting to see if other signatories could be added to help the situation.
- 12) Land Registry: To consider setting up an account with a direct debit agreement. The Clerk explained that currently the Clerks had to use their own debit cards to buy title deeds. The alternative was for the Council to sign up for a direct debit agreement, only purchases would be charged, there was no monthly cost involved. The Neighbourhood Plan and the Town Council could then use the service when required. It was RESOLVED that the Committee approved the direct debit agreement with the Land Registry
- 13) Day of Dance: To consider arrangements for the dancing troupe and dignitaries from Eitorf. Cllr Wollweber explained that the Eitorf Carnival troupe, band and dignitaries would be attending the Day of Dance. It was likely to be a very interesting and memorable spectacle for the town. To show some appreciation and return a little of the hospitality that Eitorf had provided over the years it would seem appropriate to at least provide some catering for them. With this in mind and considering that all other costs for the visit were being borne by the visitors and appreciating that there was no other form of funding available, Cllr Wollweber proposed that the catering and provision of the Stables at the Angel Hotel for the Eitorf visitors (only) for the afternoon of the event, at a cost of approximately £600, could be taken from his annual Chair's allowance. It was then RESOLVED that the Committee agreed to this proposal.

It was further RESOLVED that the Committee recommended that the Council takes on more responsibility for providing assistance for events involving our twin towns of Eitorf and Bouchain and to create a reserve at the end of this financial year to allow for any future engagements and also to include a line in the budget when this reviewed in November 2020

- 14) Correspondence: It was noted that the email from a resident regarding the engine left running on the Lloyds Mobile Bank would be considered at the monthly meeting. The Clerk would investigate whether there was any possibility of an electric hook-up.

15) News Items: To consider any items for the website/newsletters. To advertise the Day of Dance event featuring the Eitorf Carnival Troupe. Cllr Wollweber would liaise with the Clerk about putting a version of the CIL list on the website.

16) Accounts for Payment: The following list of accounts was approved for payment.

<u>3714.</u>	Mustard Creative – Website email links – (LGA 1977 s.144)	60.00 + vat
<u>3715.</u>	Museum – HTC’s Electricity/heating for Mencap Apr19 – Jan 20 (GPoC)	404.42
<u>3716.</u>	B & B Skips – Skip for Saxon Allotments (Small Holdings and Allotment Act 1908 s23)	170.00 + vat
<u>3717.</u>	Local Government Pension Scheme (Mthly Contributions) (LGA 1972 s112) – January	1,006.75

DD/Standing Orders:

Bank & Cash Balances at 17th February, 2020

Current 728	£135,680.22
Unity Trust	£59,095.26
Community A/c	£5,292.06
Business Reserves 017	£92,627.44
Petty Cash	£69.88

17) Staff Matters: Update on staff reviews: This item was discussed ‘in camera’ and the Chair would inform the Council of any recommendations at the next monthly meeting

The meeting was closed at 7.45 pm