



# HALESWORTH TOWN COUNCIL

## FINANCE & PERSONNEL COMMITTEE MEETING

### FINANCE REPORT no. 46

WEDNESDAY APRIL 22<sup>nd</sup> 2020 AT 3PM BY ZOOM VIDEO CONFERENCE

In accordance with (The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020)

Present: Councillors;

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

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

### REPORT

- 1) Apologies. None
- 2) Declarations of Interest: None
- 3) Minutes: The report of the Finance & Personnel Committee meeting held on the 16<sup>th</sup> March, 2020 was accepted as a true record with the following exception: Cllrs Took, Dunning and Prime could not recall item 10c Emergency Fund and voted against approval of this minute. The remaining 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.  
  
Cllr Prime left the meeting at 3.10pm
- 4) Matters arising from the minutes. The Clerk reported that the he had ordered the dog bin for Dukes Drive but had not ordered the dog bin at the Millennium Green until he had confirmation from Wenhaston Parish Council that they were willing to contribute.
- 5) Finances: To receive an end of year report of expenditure against the budget. The Clerk had provided the 'draft' end of year budget report but had noted that this was information only as it was not completed. It was RESOLVED that this would be considered at a later meeting when the figures were finalised and the Clerk would also provide an executive summary.
- 6) Reserves: To receive and consider the suggested movement of the balances of the 2019 – 2020 budget to allocated reserves. The Committee received and noted the suggestions by the Chair and it was RESOLVED that the following reserves would be added; Emergency Staff provision (as suggested by SALC at the last audit) £10,000, Civic Duties Reserve £1,000, Twinning Reserve £1,000, Corona Virus Relief Fund Reserve £5,000.
- 7) Relief Fund: To consider approval that the Clerk provides temporary banking for the local parishes, administration of the vouchers and to set up and allocate payments as required to the participating traders. This was to enable the local parishes to operate a similar relief scheme to the scheme approved for Halesworth residents. It was RESOLVED that the Committee agreed that the Clerk could provide the additional administration and banking during the period of the Relief Scheme. It was also agreed that the Clerk would provide updates on the Halesworth scheme on Mondays, Wednesdays and Fridays so the Committee could gauge the uptake and would be able to react accordingly.

- 8) Zoom: To approve the Clerk's decision to upgrade to the Pro version, to be reviewed after the emergency is over. The Committee approved the purchase of the Pro version by the Clerk using his own Pay Pal account and this would be reclaimed on a monthly basis at £11.99 + vat per month.
- 9) Audit: The Clerk reported that the public notification period had been extended to September but the External auditors had not provided the necessary forms and the submission date was not known at the time (Clerk's note as of April 23<sup>rd</sup> – submission date extended to 31<sup>st</sup> July 2020).
- 10) Correspondence: Barclays – Standing orders. The Clerk reported that the standing orders for salaries had now been cancelled with Barclays. The Clerk had set up standing orders for the salaries with Unity Trust Bank and requested that the Committee considers that the new date for salary payments to the last day of the month. It was RESOLVED that the Committee approved these amendments.
- 11) News Items: To consider any items for the website/newsletters. The Committee agreed that it would like to see it reported on the website that HTC were assisting the parishes in manner noted under item 7. Report the location of the Dog bins (once they were installed). The press release giving the details for the Halesworth Covid-19 Relief Fund to be put on Facebook, Twitter and the website.
- 12) Accounts for Payment: The following list of accounts was approved for payment.

<u>3714.</u>	Groundwork – N Plan Grant balance to be repaid (Localism Act 2014)	1936.75
<u>3715.</u>	Information Commissioners' Office Data Protection Act (2018)	40.00
<u>3716.</u>	East Suffolk Council – Park Lighting and Skateboard lighting Local Gov. (Misc. Prov.) Act 1976 s.19	490.00 + vat
<u>3717.</u>	SALC Annual Membership - (LGA 1972 s111)	1088.03
<u>3718.</u>	SALC Payroll Annual payroll services (LGA 1972 s112)	78.00 + vat
<u>3719.</u>	Micropress – N Plan Grant – Advert (Localism Act 2014)	200.00 + vat
<u>3720.</u>	Waveney Norse – Quarterly Market Clean (Food Act 1984 s.50)	174.99 + vat
<u>3721.</u>	N J Rees – PayPal payment of the upgrade to Zoom Pro version (Monthly subscription)	11.99 + vat
<u>3722.</u>	East Suffolk Council – Bedingfield Crescent Annual Rent Small Holdings and Allotments Act 1908 s23	5.00
<u>3723.</u>	C A Palmers & Son (upfront Relief fund payment) (GPoC)	500.00
<u>3724.</u>	Halesworth Florists and Greengrocers (upfront Relief fund payment) (GPoC)	500.00
<u>3725.</u>	Melons Greengrocers (upfront Relief fund payment) (GPoC)	500.00
<u>3726.</u>	Allens Butchers (upfront Relief fund payment) (GPoC) (A proportion (as yet to be calculated) of the upfront payment will consist of contributions by the local parishes) - further payments may be required.	500.00

DD/Standing Orders:

<u>3727.</u>	Barclays Bank – Bank charges (LGA 1972 s111) (Barclays & Unity)	16.10
<u>3728.</u>	Monthly Salaries (LGA 1972 s112)	2,689.64
<u>3729.</u>	LGPS Pension Scheme (LGA 1972 s112)	997.73

Bank & Cash Balances at 30<sup>th</sup> March, 2020

Current 728	£132,828.71
Unity Trust	£50,164.65
Community A/c	£5,293.92
Business Reserves 017	£92,659.92
Petty Cash	£111.49

The meeting was ended at 3.45pm