



# HALESWORTH TOWN COUNCIL

## FINANCE & PERSONNEL COMMITTEE MEETING

### FINANCE REPORT no 51

MONDAY NOVEMBER 16<sup>th</sup> 2020 AT 6.30PM 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;

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

In Attendance: N Rees (Town Clerk)

### REPORT

- 1) Apologies: Cllr A Fleming
- 2) Declarations of Interest: Non-pecuniary interests;
- 3) Minutes: The report of the Finance & Personnel Committee meeting held on Wednesday the 19<sup>th</sup> October, 2020 was accepted as a true record.
- 4) Matters arising from the minutes:
- 5) Finances:
  - a. The committee received and noted the monthly report of expenditure against the budget.
  - b. The committee received and noted the list of reserves.
- 6) Budget Review: To review the draft budget document for discussion. It was noted that East Suffolk Council were making corrections to the taxbase and this would not be complete until January. As the Council were also considering other matters that may affect the precept
- 7) CIL Report: To receive the latest CIL report and the CIL report for 2019-2020 which will be posted on the website.
- 8) Annual review of statutory documents: The Chair reported that the revised Grant Policy was still being worked on and would be presented to the Committee at the next meeting.
- 9) Parking: To consider a proposal to acquire land for parking purposes. Cllr Thomas explained his proposal that involved the investigation of any land in the town suitable for a car park that the Council could potentially purchase. There was he said some potential sites that would at least be worth investigating. Cllr Wollweber was concerned that this investigation would involve more work for the clerks but Cllr Thomas confirmed that he would undertake the research and then report back. It was then RESOLVED that Cllr Thomas, on behalf of the Finance Committee, would investigate the possibility of Halesworth Town Council purchasing a parcel of land and creating an HTC owned car park. As part of this investigation the Committee would have to consider all potential costings and the viability of such a car park to HTC, including how it would operate and be regulated. The Finance Committee would then present its findings at a normal monthly meeting of the Council for a general discussion and a decision'

10) Maintenance: The Clerk had contacted the insurance company to make a claim for the damaged Arboretum lantern but it was not accepted that the damage was caused by adverse weather conditions or vandalism but that it was simply old and in need of replacement, which was not covered under the terms of the insurance. It was then RESOLVED that the Committee approved the cost of the replacement lantern and LED lighting @ £747.50 + VAT from the street furniture reserves. The Clerk would also check on the condition of the lamp post to see if this also needed replacement.

11) Correspondence: None

12) Staff Matters: The Chair reported that the Personnel Working Group had hoped to hold the staff reviews before the meeting but due to the current workloads this had not been possible. The staff reviews would instead be held this Wednesday and the Chair would report back at the next meeting.

13) News Items: To consider any items for the website/newsletters. The Clerk would check that the recent grants awarded by the Council were shown on HTC's website.

14) Accounts for Payment: The Committee approved the following accounts for payment.

<u>4561.</u>	SALC – Birketts Webinar (LGA 1972 s111) (September & October)	50.00 + vat
<u>4562.</u>	Greater Anglia - Station rent (GPoC)	452.06 + vat
<u>4563.</u>	East Suffolk – Small lotteries Licence (Gambling Act 2005)	20.00

DD/Standing Orders:

<u>4564.</u>	LGPS Pension Scheme (LGA 1972 s112)	997.73
<u>4565.</u>	HM Land Registry N Plan (Localism Act 2011, sch 9)	6.00
<u>4566.</u>	BT – Telephone & Broadband	172.11

Future direct debits

<u>4567.</u>	BT – new telephone/broadband line for CCTV (Angel Hotel)	29.95 per month + vat
<u>4568.</u>	Set up fee	9.95 + vat

#### Bank & Cash Balances at 13<sup>th</sup> November, 2020

Current 728	£130,486.62
Unity Trust	£115,382.68
Community A/c	£5,296.07
Business Reserves 017	£92,697.62
Petty Cash	£71.83

The meeting was closed at 7.20pm