



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING

FINANCE REPORT no 55

MONDAY MARCH 15th 2021 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;

T Allen, A Dunning, P Dutton, A Fleming, R Lewis (Chair), K Prime, J Reece, 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:** To receive declarations for pecuniary & non-pecuniary interests: None
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 15th February was accepted as a true record.
- 4) **Matters arising from the minutes:** The Clerk reported that from his understanding of the rules regarding CIL, it was permissible to use the funds for surveying infrastructure as the Council were intending to improve the facilities [note; this may not apply to bridges]
Cllr Dunning and Cllr Lewis reported that they were currently still in the process of auditing the Grit bins and Dog waste bins.
- 5) **Finances:** The committee received and noted the monthly report of expenditure against the budget. The Clerk confirmed that at the next meeting the Committee would need to review the end of year accounts and any transfers to reserves.
- 6) **Starwing Brewery:** Market stall request: The Committee received the application for a market stall from Star wing micro-brewery and after careful consideration concluded that this was a unique product and was not in direct competition to the Wine Shop and it may bring more visitors to the Market Place, it was then **RESOLVED** that the Committee approved the application on a 6 week trial basis provided all necessary insurances and hygiene certificates were in place and asked the Clerk to clarify the rules regarding selling alcohol with the applicant.
- 7) **Internal Audit:** It was **RESOLVED** that the Committee approved the appointment of SALC to undertake the internal audit for the year 2020/2021
- 8) **Internal Control Check:** It had not been possible to undertake the internal controls in this financial year due to the lockdown so the Clerk wished to raise this again so it could be reinstated for 2021-2022. It was then **RESOLVED** that Cllr Fleming was appointed to undertake internal control checks twice yearly as recommended by the auditors, after lockdown has been lifted.

9) **Maintenance:** Allotment gates and benches. The Clerk reported that the gates at the Swan Lane Allotments had now been repaired by the Mens Shed and the cost was £40 and that the Clerk wished to add this to the accounts for payment. The Committee approved the payment. The Clerk reported that the benches in the Thoroughfare would be repaired by the Mens Shed as requested by the Committee at the last meeting (item 4). The benches would be removed and repaired in sets of two starting in April. The Committee asked the Clerk to write to thank the Mens Shed for undertaking these tasks for the Council.

10) **Correspondence:** The Clerk wished to raise the matter of the fencing at the Saxon Allotments and the Swan lane play area. The land owner who had newly acquired the land adjacent to these sites had removed hedging which had exposed the allotment and the play areas. Although there was some fencing still in place parts of it were in need of repair or replacement. The Clerk had received estimates of £5,200 for chain link and £6,500 for palisade fencing. The Clerk had sent the estimates to the land owner to see whether they would be willing to contribute but had not received any indication back that they would contribute. The Committee felt that as some fencing was still in place it was worth getting estimates to repair the existing fencing particularly as it was not known what the land owner had planned for the site and it may end up being an unnecessary expense.

The Clerk informed the Committee that the proposed work to reinstate the door opening between the former Mencap area and the Museum required a structural engineer to sign off the proposed work for the Landlords (Greater Anglia) Consent form. The Morton Partnership offered to do this work for £680.00. The cost was mainly associated with the liabilities involved and inspecting and detailing the work required. It was **RESOLVED** that the Committee approved the cost.

Cllr Prime wished to draw attention to the map in the main Notice Board which had been out of date for several years. The Clerk reported that a replacement artistic map had been considered a few years ago but the Committee had felt that the cost was too high at that time. It was agreed that just removing the map may create an eyesore as the condition of the board behind the map was not known. It was agreed that the Clerk would investigate what was behind the existing map but in the meantime Cllr Prime was given permission to approach a couple of local artists.

11) **News Items:** To consider any items for the website/newsletters. It was agreed to advertise the Wednesday Market again on the website.

12) **Accounts for Payment:** The Committee approved the following list of accounts for payment.

4561.	J Moseley – Zoom monthly subscription (November) (LGA 1972 s111)	11.99 + vat
4562.	N Rees – Zoom monthly subscription (November) (LGA 1972 s111)	11.99 + vat
4563.	We Made That – Connectivity survey (Invoice 1) Localism Act 2011)	4562.50 + vat
4564.	SALC Payroll services (LGA 1972 s112) (6 months)	78.00 + vat
4565.	Botanica (Sarah Butt) Trees for community garden project (Open Spaces Act 1906 s 9 &10)	295.04
4566.	Greater Anglia – Station Rent (GPoC)	441.08 + vat
4567.	EPS Transfers – CCTV stickers (LG & Rating Act 1937 s.31)	25.00 + vat
4568.	Suffolk County Council 2000 walking leaflets – Inv 1 (Localism Act 2011) Paid from Cllr Goldson’s grant	410.00
4569.	Suffolk County Council 2000 walking leaflets – Inv 2 (Localism Act 2011) Paid by HTC as agreed	410.00
4570.	HMRC payroll liabilities Jan 6 th – Apr 5 th , 2021 (LGA 1972 s112)	2550.86
4571.	Men’s Sheds Repair of Allotment gates	40.00

DD/Standing Orders:

4572. LGPS Pension Scheme (LGA 1972 s112)

997.73

Bank & Cash Balances at 12th March, 2021

Current 728	£128,844.57
Unity Trust	£71,426.02
Community A/c	£5,296.20
Business Reserves 017	£92,699.93
Petty Cash	£71.83