

MONTHLY COUNCIL MEETING HELD AT THE URC, QUAY ST, HALESWORTH

Present: Councillors;

Annette Dunning, Peter Dutton, Anne Fleming, Rosemary Lewis (Chair), Karen Prime, Jill Reece, Maureen Took, Jackie Wagner, David Wollweber (Vice-Chair). New Cllrs; James Hewett, Rachel Kellett & Joyce Moseley joined the meeting after item 4(d)

In Attendance: Nick Rees (Town Clerk), County Cllr Annette Dunning, District Cllrs; Tony Goldson and Alison Cackett, 4 members of the public and 4 applicants for the 3 vacant councillor positions also attended; James Hewett, Rachel Kellett, Joyce Moseley and Martin Poulson.

## Minutes

1. Apologies: None
2. Minutes: The minutes of the Monthly and Annual meeting held on the 4<sup>th</sup> May, 2021 were accepted as a true record, Cllr Took abstained as she had arrived late for the meeting.
3. Matters arising from the minutes: Cllr Dutton asked for an update on the community land off Saxons Way and the Annual Parish Meeting report. The Clerk confirmed that he had been advised that the sale of the land by Badgers was currently in progress; the new owners wished to have a meeting with the Council in due course but requested that the ownership is not made public until the sale has been finalised. The Clerk confirmed that the APM report would be included at the next monthly meeting.
4. Co-option of the three vacant Town Councillor positions:
  - a) The applicants were given 3 – 5 minutes to make a short presentation to the Council.
  - b) Questions from the councillors: There were no questions
  - c) Voting by ballot slips: Voting took place and a result was declared by the Clerk, checked by the Assistant Clerk and overseen by the Chair: The Clerk announced that James Hewett, Rachel Kellett and Joyce Moseley were co-opted as Halesworth Town Councillors.
  - d) The successful applicants signed the declaration of acceptance of office and joined the meeting.
5. Chair's Report: To receive a report for May/June 2021: The Chair reported on various meetings; Community Partnership, HCSL, People & Places and a walkabout organised by the Neighbourhood Plan Group. The Chair reminded councillors to submit a report in writing on any outside meetings they attend during the month so it can be included in the next monthly meeting. This was very important as it is the only way the Council can keep up to date with everything thing that was happening in the town. The Chair requested that the list of 'Reps on outside bodies' is reviewed at the next meeting so that the three new councillors could decide which committees and groups they would like to join. The Chair asked the Clerk if he could keep a list of matters arising for items which were not concluded or were still outstanding, attached to the minutes and to indicate whose responsibility it was to action.
6. Public Session: [15 minutes on agenda items] Emma Healey raised a general point regarding the lack of community venues in the town.

7. Reports on meetings and events attended by Council representatives: the Council received and noted reports on HCSL, Unappropriated estates and Twinning. Cllr Took gave an update on the Day Centre, which was still not able to open as the necessary risk assessments were not in place. The Clerk asked for clarification as to whether the Council can use the room for working groups or committees (Covid restrictions permitting). Cllr Dunning (Council representative for the Day Centre) confirmed that the room was available and could easily be made ready for the Council to use but it was not ready for Day Centre services.
8. District & County Reports: To receive any reports: District Cllr Alison Cackett gave a report, she was currently working with members of ESTA and Cllr Dunning reviewing the 99A bus, Cllr Cackett also reported that there had been progress made with Sizewell C where the emphasis would be on sea and rail goods transport instead of by road. Also Cllr Cackett reported on the new third crossing at Lowestoft, Community Partnership and their current workloads dealing with various emails etc. County Cllr Annette Dunning had been busy attending various training sessions for her new position as a County Councillor. Cllr Dunning gave a report to the Council which included an update on the damage to the Lansbury Road pavement by the ESC's bin lorries, which was scheduled to be repaired shortly. It was hoped that HTC would appoint a replacement for Cllr Thomas on the Community partnership, which didn't necessarily have to be a councillor. Cllr Dunning drew attention to various amendments to the Sizewell application which HTC should be keeping an eye on. She was also due to meet PC Simon Green to look at educating schools on the dangers of cold water swimming at Holton pits for example and Cllr Dunning had also been involved in looking at the allocation for the school buses and the 'Bus Back Better' scheme.
9. Finance Committee: There were no meetings held in May.
10. Audit: The Clerk reported that the audit submission had been received and acknowledged but no comments had been received as yet.
11. Planning Committee: There were no meetings held in May. Cllr Dutton reported on some minor applications since the last meeting.
12. Environment Committee: No meetings had taken place but the Committee were hoping to arrange a meeting shortly, depending on availability of space at the London Rd building.
13. Neighbourhood Plan Steering Group: The Council received and noted the report on the meeting held on the 25<sup>th</sup> May, 2021. Cllr Moseley reminded the Council of the upcoming dates to review the various chapters of the proposed plan.
14. Summer Youth Activities: To consider contributing towards the costs of the summer activities organised by ESC (details are in the packs): It was RESOLVED that the Council approved a contribution up to £1,000.
15. Apollo Youth Centre/ Youth Forum: To nominate a lead councillor. It was RESOLVED that Cllr Wollweber was appointed as the lead councillor.
16. Voucher scheme: The Clerk reported that the scheme was still in use and he would provide up to date figures at the next Finance meeting.
17. Future meetings: To review the arrangements for future council and committee meetings. Cllr Wagner was concerned that meeting in a church may exclude some members of the public. Some councillors had struggled to hear at the URC and so the Clerk would investigate an alternative venue. It was suggested by the Clerk and the Chair that it may be possible to have both the monthly meeting and the Finance meeting on the same night. It would seem too early to have another monthly meeting on the usual first Monday of the month and so the idea was to have both meetings on the 19<sup>th</sup> July but this may depend on the size of each agenda.

18. Correspondence: London Rd Building, River lane and School lane. The Clerk reported that the Police were currently investigating reports on parking issues at River Lane and School lane; however this was complicated as both were un-adopted roads, in other words not officially recognised by Suffolk Highways and furthermore neither was on the Land Registry so the ownership was not known. The Clerk reported that the registration of the London Rd Building as an Asset of Community Value had now expired. The ABP Committee would need to consider whether it was worth re-registering the building at their next meeting, to be arranged in July.

19. Items for the Website/Noticeboard/Newsletters/Library:

20. Accounts for Payment: The Clerk informed the Council that the payment for the use of the URC had been added to the list and that three months payment of rates for the London Rd Building (the annual fee had already been approved in April) had been shown on the list due to issues with the Standing Order. It was then RESOLVED that the following accounts were approved for payment.

<u>4610.</u>	Joyce Moseley - Zoom monthly sub (May) N Plan (Localism Act 2011)	11.99 + vat
<u>4611.</u>	Joyce Moseley - Zoom monthly sub (June) N Plan (Localism Act 2011)	11.99 + vat
<u>4612.</u>	EPS Transfers – Town of the Year signs (	306.00 + vat
<u>4613.</u>	Mustard Creative Annual Web hosting (LGA 1972 s142)	186.00 + vat
<u>4614.</u>	Greater Anglia – Station rent RPI increase	7.78
<u>4615.</u>	N Rees – Acronis cloud back up for office computers – annual fee	69.99
<u>4616.</u>	N Rees - Zoom monthly sub (May)	11.99 + vat
<u>4617.</u>	Viking –office supplies & Covid cleaning materials (LGA 1972 s112)	97.73 + vat
<u>4618.</u>	We Made That: Proposals for Connectivity (Localism Act 2011)	2875.00 + vat
<u>4619.</u>	URC hire of Church for June council meeting	50.00

DD/Standing Orders:

<u>4620.</u>	Monthly salaries (LGA 1972 s112) May	2,820.31
<u>4621.</u>	LGPS Pension May	1,016.01
<u>4622.</u>	BT Telephone and Broadband (quarterly)	165.99 + vat
<u>4623.</u>	EDF Electricity – Market Place no 1 (Food Act 1984 s50)	7.00
<u>4624.</u>	Barclays Bank Charges (LGA 1972 s111)	6.50
<u>4625.</u>	East Suffolk Council – London Rd Rate (3months – May/Jun/Jul) (Approved at the April monthly meeting)	180.00

Bank & Cash Balances at 9<sup>th</sup> June, 2021

Current 728	£128,246
Unity Trust	£165,681
Community A/c	£5,296
Business Reserves 017	£92,702
Petty Cash	£58.34

21. Declarations of Interest: The Clerk apologised for omitting this item from the agenda, it was noted: Cllr J Mosely for item 20 (repayment for Zoom subscriptions for the Neighbourhood Plan) and Cllr Dunning for the Apollo Centre.

The meeting was closed at 8.27pm



# HALESWORTH TOWN COUNCIL

## FINANCE & PERSONNEL COMMITTEE MEETING

### FINANCE REPORT no 56

MONDAY JULY 5<sup>th</sup> 2021 AT 6.30PM IN THE DAY CENTRE

This meeting was also held simultaneously on Zoom to allow participation remotely due to Covid-19 restrictions on the number of attendees in the Day Centre

Present: Councillors;

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

In Attendance: N Rees (Town Clerk), Cllr Joyce Moseley via Zoom

## REPORT

- 1) Apologies: Cllr P Dutton
- 2) Declarations of Interest: Non-pecuniary interests: Cllr Wollweber for item 6(b)
- 3) Minutes: The report of the Finance & Personnel Committee meeting held on Monday 15<sup>th</sup> March was accepted as a true record.
- 4) Matters arising from the minutes. Cllr Fleming would liaise with the Clerk to arrange an internal control check as recommended by the internal auditors. Repair of town benches; following Cllr Prime's suggestion the Clerk would investigate whether the timber slats could be replaced with a GRP/Plastic substitute. The Chair thanked Cllr Prime for arranging the replacement information map in the Notice Board. Cllr Prime would also get a quote for replacing the map in the smaller tourist information board outside van Dijke. Cllr Dunning thanked Cllr Reece for undertaking the Dog Bin survey.
- 5) Finances:
  - a. The Committee received and noted the annual report of expenditure against the budget Apr 2020 – Mar 2021 and agreed the following allocation of unspent monies in last year's budget to the reserves: Green Initiative (new reserve) £1,000, Civic Duties - £500, Festive Lights - £500, Office Equipment - £489, Youth Development - £1,000. Grants - £1,934, Skatepark - £1,000, Memorial - £250, Street Furniture - £250. It was also agreed to move the £10,000 budgeted for free parking to be set aside under a new 'Community facilities' reserve which could be used for a variety of community based or town centre projects. It was noted that the 1/2 hour free parking was still not working successfully, especially in the Thoroughfare car park. The lack of a second ticket machine was still causing delays in the main part of the Thoroughfare car park. ESC's no-return policy within four hours was reportedly not the case, it was effectively a no-return all day, and once a free ticket had been obtained it was not possible to park again in another ESC car park, even if it was in a different town. The Committee agreed that this situation needed sorting out and would contact Cllr Alison Cackett, East Suffolk District Councillor.
  - b. To receive the CIL report for Apr 20 – Mar21: The Committee received and noted the report which showed that additional CIL money had been received in April bringing the current total to £95,888

6) Grants:

- a. Bramfield C of E school: It was noted from the Clerk's report that it may not be possible to give a grant to the Bramfield C of E School as it would be against the current Grant policy, namely;

To contribute to the development of facilities in the community

To benefit residents in the community, not individuals

There was also the problem that technically the Council was not able to donate to a particular church or religion. After consideration it was then RESOLVED that the Committee could not approve the grant at this time, the clerk would inform the applicants.

- b. Heritage Open Days: The Committee received and noted the application and Cllr Wollweber provided some further information on what his understanding was with regard to their plans this year which involved an emphasis on walking tours rather than the house tours for obvious Covid-19 related reasons. The Committee felt that this annual event, which it had supported in the past, would bring in more visitors to the town and it was RESOLVED that the Committee approved a grant of £1,000

- 7) Voucher scheme: The Clerk gave an update on the latest figures for the voucher scheme and it was noted that the demand had tailed off in the last two months with £65 of vouchers being issued in May and £45 in June. Cllr Wollweber suggested it could continue for another three months but the Committee felt that with the restrictions being lifted it would be the right time to finish it and so it was RESOLVED that the scheme would officially end on the 19<sup>th</sup> July, 2021.

- 8) Review Market and Allotment rents: The Clerk explained that some of the newer Market Stalls were finding it difficult to operate at the cost of £15 per day and compared to lower rates for small stalls in Southwold and Beccles and whose markets were open all day instead of ending around 1pm. It was noted that one of the existing stalls was still paying £12 per day and this included the electricity supply (the only stall using electricity) and so this may therefore need some adjustment. It was RESOLVED that the Committee agreed to offer a reduced rent for new stalls for a trial period of three months at the rate of £10 per day and that the stall currently using electricity should be increased to £15 per day.

It was noted that the allotment rents had not increased for several years and the average of £25 per annum, including water usage was very low. Cllr Wollweber felt the Committee should consider the incomes of the tenants before increasing all the rents. Cllr Prime suggested that a reduction could be offered to tenants that could prove they were on very low incomes or benefits. It was then RESOLVED that the £25 per annum be increased to £30 (pro-rata for other sized plots, but rounded to the nearest pound) and those tenants on very low income or benefits would be offered a 1/3 off (i.e. £20 pro-rata)

- 9) Electricity tariffs – Market Place: To consider alternative suppliers for when the contract end with EDF in September, 2021. The Clerk explained that the contract was due to end on the 30<sup>th</sup> September and he had since obtained various options. It was noted that the annual cost was not significant at around £400 for all three electricity pillars in the Market Place and so it was RESOLVED that the Committee delegated authority to the Clerk to obtain the best deal for the electricity contract and if possible by using a green option.

- 10) Maintenance: None

- 11) Office Computers & Software: The Clerk reported that his computer was getting increasingly slow as the architecture was now seven years old and furthermore it would not be able to be updated to the newer version of Windows 11, which would be issued later this summer. Over a period of time he had used variety of equipment from his home;

including software, a monitor, webcam, mouse, speakers, etc but it was perhaps now time to have a complete replacement. It was RESOLVED that the Committee agreed that the Clerk should obtain and purchase a suitable replacement system noted in his report for the suggested budget of £1,000 and suitable software as required.

- 12) Correspondence: The Clerk read out a letter from ESC requesting that the funds for the Summer Activities be held by the Town Council due to complications with grant monies being paid from council to council. The proposal was that the Town Council would then effectively be acting as the grant applicant and would need to process payments to the vendors. It was RESOLVED that the Committee agreed to this request.

The Committee had received and noted the request to operate a Rickshaw in Halesworth in accordance with ESC's policy of licencing Rickshaws. The Clerk explained that the purpose was to obtain permission from town councils in the Waveney area for one off events, such as weddings and care home outings, rather than for a regular taxi service. The Committee agreed that this was acceptable and it was RESOLVED that permission was granted. The Clerk would explain the Thoroughfare restrictions and ask for notice if the Rickshaws were ever to be used in the Thoroughfare.

- 13) News Items: To consider any items for the website/newsletters. The Clerk would put the Rickshaw information on the website in due course.

- 14) Accounts for Payment: The Committee approved the following list of accounts for payment:-

<u>4561.</u>	The Morton Partnership – surveys on ESC assets (GPoC)	3,000.00 + vat
<u>4562.</u>	N Rees - Zoom monthly sub (June) LGA 1972 s144	11.99 + vat
<u>4563.</u>	Viking –office supplies; webcams LGA 1972 s144	51.46 + vat
<u>4564.</u>	N J Rees – (Amazon) Conference mic LGA 1972 s144	29.99

DD/Standing Orders:

<u>4565.</u>	Barclays Bank Charges (LGA 1972 s111)	6.50
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Bank & Cash Balances at 26<sup>th</sup> June, 2021

Current 728	£128,246
Unity Trust	£167,640
Community A/c	£5,296
Business Reserves 017	£92,702
Petty Cash	£58.34