



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING

FINANCE REPORT no 57

MONDAY 18th OCTOBER 2021 AT 6.30PM IN THE DAY CENTRE

This meeting was also held simultaneously on Zoom to allow participation remotely

Present: Councillors;
A Fleming, R Lewis (Chair), K Prime, D Wollweber.

In Attendance: N Rees (Town Clerk), 2 grant applicants via Zoom

REPORT

- 1) **Apologies:** Cllrs; A Dunning, M Took, J Reece
- 2) **Declarations of Interest:** To receive declarations for pecuniary & non-pecuniary interests: Cllr Lewis for item 6b as a member of the Bowls Club, Cllrs; Prime and Lewis in a general sense for items 6b and 6d as both councillors were HCSL trustees.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 5th July, 2021 was accepted as a true record.
- 4) **Matters arising from the minutes.** The Clerk gave an update on the bench repairs, a local contractor would repair the bench by the Notice Board but this would not include repairs to the other town seats. The Council has originally given the project to the Mens Sheds but they had since been unable to do the work. The Clerk had since contacted several contractors via the HCN newspaper but so far no one was willing to do the work. The Clerk stressed the need for a permanent external handyman/ maintenance man as there was always a range of other jobs needed doing.
- 5) **Finances:** The Committee received and noted the following:-
 - a. The monthly report of expenditure against the budget
 - b. The latest CIL Report
 - c. The Reserves Report
- 6) **Grant Applications:**
 - a. The Pear Tree Fund: Mr Kevin Vaughan joined the meeting on Zoom and explained the purpose of the grant which was essentially to raise the profile of the Pear Tree Fund in the town and to provide additional space for the staff which could not be accommodated at the Pear Tree Centre. It was then **RESOLVED** that the Committee approved a grant application for £3,000.
 - b. Halesworth Angel Bowls Club: It was **RESOLVED** that the Committee approved a grant application for £600 towards the sprayer. Cllr Prime asked whether it was possible for the Council to borrow the sprayer for weed control in the Thoroughfare, the Clerk would pass on the request.
 - c. The Rifle Hall Trust: £5,000: Mr Simon Weeks joined the meeting on Zoom and explained the purpose of the grant which was to contribute towards the much needed upgrading of the toilet facilities but also to demonstrate local funding had been obtained in support of an application for lottery funding. The Trust had been advised that a grant approved by the Town Council would improve the chances of success. It was **RESOLVED** that the Committee approved a grant for £5,000 on the

condition that the Trust were successful with their Lottery bid, the Clerk would provide correspondence to this affect.

- d. Halesworth Tennis Club: It was **RESOLVED** that the Committee approved a grant for £2,500 towards the replacement LED lighting.
- e. To confirm the grant amount for Halesworth Events Management: The Clerk reported that he had been advised by HEM that they would appreciate the full £9,000 agreed at the last council meeting to help fund additional icicle lights and towards the cost of the Festive Lights event. It was then **RESOLVED** that the Committee approved a grant application for £9,000 as a special one off

It was agreed that for future applications the Clerk would request financial information from the applicants in accordance with HTC's Grant Policy

- 7) **Financial Regulations:** The Committee approved the current Financial Regulations policy document.
- 8) **Audit:** The Committee reviewed the report and as there was only one comment regarding the date of the Clerk's signature on one of the submissions but no action required, it was then **RESOLVED** that the Committee approved PKF Little John's external audit report
- 9) **Conference Equipment:** The Clerk reported on options to enable better video conferencing facilities in the Day Centre and had provided quotations for the equipment. Most of the equipment would be transferable to another location if necessary but it was not designed to be portable. Permission to install the equipment in the Day Centre would therefore be required. It was noted that some of the recent extraordinary meetings had attracted a large number of residents online and the Clerk was keen for the Council to provide better facilities for those who were reluctant to attend in person, due to covid or other reasons, or for those who just preferred viewing the meetings online. The existing laptop and mic set up was barely adequate and residents had reported difficulties in hearing and with the video reception. It was then **RESOLVED** that the Committee gave approval for the Clerk to apply for grant funding for the equipment.
- 10) **Maintenance:** The Clerk again asked the Committee to consider whether to investigate options for external maintenance staff as it was increasingly difficult to get repair work undertaken. Cllr Prime suggested using the Community Payback scheme.
- 11) **Correspondence:** The Clerk had circulated an email from East Suffolk Council which had confirmed their understanding of the Celebration Market Event for Halesworth which had apparently been discussed with the People & Places group. Cllr Wollweber expressed disappointment that this had not been brought to the attention of the Council to at least explore any other ideas.
- 12) **News Items:** To consider any items for the website/newsletters.
- 13) **Accounts for Payment:** The Committee approved the following list of accounts for payment.

4561.	Valda Energy – Market Electricity (Food Act 1984.s50)	9.10
4562.	East Suffolk Council – Summer Youth Activities (Misc. Pro. 1976 s19)	94.66
4563.	Tony Allen (J Moseley)– N Plan pens (Localism Act 2011)	149.40 + vat
4564.	Waveney Norse , quarterly Market Clean (Food Act 1984.s50)	174.99 + vat
4565.	EPS – Banner & Signs (Localism Act 2011) & (GPoC)	95.00 + vat
4566.	J Moseley Zoom subscription (LGA 1972 s111)	11.99 + vat
4567.	SALC – Payroll Services (6 months) (LGA 1972 s112)	78.00 + vat
4568.	Martin Dominic – Cop26 exhibition expenses (GPoC)	63.73
4569.	EPS balance of Town Centre signs (LGA 1972 s144)	15.00 + vat

DD/Standing Orders:

4570. Unity Bank Charges (LGA 1972 s111) (Aug) 25.75

Bank & Cash Balances at 15th October, 2021

Current 728	£126,980.37
Unity Trust	£208,422.05
Community A/c	£5,296.46
Business Reserves 017	£92,704.55
Petty Cash	£52.92

The meeting was closed at 7.48pm