



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING

FINANCE REPORT no 58

MONDAY 15th NOVEMBER 2021 AT 6.30PM IN THE DAY CENTRE

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

Present: Councillors;

R Lewis (Chair), K Prime, D Wollweber, A Dunning and J Reece

In Attendance: P Welby (Assistant Town Clerk), Cllr A Fleming (via Zoom)

REPORT

- 1) **Apologies** – None received.
- 2) **Declarations of Interest:** None were declared
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 18th October, 2021 was accepted as a true record with the amendments that Cllr Dunning did give apologies for her absence prior to the meeting and that Cllr Dutton should be removed from the attendees as he is no longer a member of the Committee.
- 4) **Matters arising from the minutes** – Cllr Prime raised the issue of the benches in the Thoroughfare that needed refurbishing. The Assistant Clerk had been informed that the Men's Shed and agreed to take on the work and that 6 out of the 7 benches could be refurbished with recycled plastic. The Committee agreed this was preferable. Cllr Dunning asked why the Council were funding both the icicle lights and Christmas trees as she was under the impression that the icicle lights were requested because the town could not have Christmas trees. Cllr Lewis stated that the Committee agreed to give HEM the full £9000 grant towards Christmas lights as a whole to ensure the town was decorated fully this year.
- 5) **Finances:**
 - a. To receive the monthly report of expenditure against the budget – Item 22 listed as subscriptions is a software package. Cllr Lewis has agreed with the Clerk that this needs a separate line. Item 52 to clarify was the architect fees for the London Rd building potential plans. Cllr Dunning would like to clarify whether HTC are adding £2000 to the Community Partnership Fund. Assistant Clerk to check.
 - b. CIL Report – Cllr Dunning asked if a list was drawn up of potential projects and costings. Cllr Wollweber confirmed there was but it needed updating.
 - c. Reserves Report – Cllr Lewis clarified that there is £18000 in the skateboard park fund not £1000 as stated on a Facebook page.
- 6) **Budget/Precept 2022 – 2023:** - Cllr Wollweber proposed that the approval of the budget and setting of the Precept be postponed until the January 2022 meeting after the East Suffolk Council cabinet meeting. This was seconded by Cllr Reece. All in favour. Cllr Dunning requested that she would like it noted that she would like the decision to raise the Precept discussed and it not be a forgone conclusion that just because the asset transfer takes place that the Precept should rise.
- 7) **Internal Audit Review:** There were two matters for the Clerk to attend to following the internal Audit. Internal Control checks had been set up with Cllr Fleming and she had

already completed one check. She will book in another date to complete a second check. The auditor had also requested that there be a General Reserves Policy in place – Clerk to draft.

Cllr Wollweber proposed that the Committee accept the Internal Audit with the recommendations made. This was seconded by Cllr Reece. All in favour.

- 8) **Maintenance:** This was covered under item 4. Clerk to proceed with the refurbishment of the seven benches in the Thoroughfare via the Men’s Shed.
- 9) **Correspondence:** Consultation; East Suffolk Council proposing changes to its Local Council Tax Reduction Scheme (LCTRS) that would take effect from 1 April 2022 – Cllrs will fill in the survey as individuals.
- 10) **News Items:** Cllr Lewis asked that if this was the last HCN before Christmas that the grant towards the festive lights be included.
- 11) **Accounts for Payment:** The following list of accounts was approved for payment. Cllr Reece commented on the cost of the refreshment cost for the Neighbourhood Plan exhibition. The Assistant Clerk stated that the group wanted to use a local business like they did for the exhibition materials.

4561.	Waveney Norse Swan Close refurbishment	2638.50 + vat
4562.	Charlotte Slater materials for exhibition (Localism Act 2011)	71.95
4563.	The Hideout Café – Buffet for Exhibition (Localism Act 2011)	642.50 + vat
4564.	J Moseley Zoom subscription (LGA 1972 s111)	11.99 + vat
4565.	Viking – Paper and clips (LGA 1972 s111)	31.50 + vat
4566.	SALC Training R Lewis (LGA 1972 s111)	25.00 + vat
4567.	Navigus N Plan Reg 14 work (Localism Act 2011)	1630.00 +vat

DD/Standing Orders:

4568.	EDF Energy feeder 1 - market electricity (Food Act 1984 s50) Final	CR 15.46
4569.	EDF Energy feeder 2 - market electricity (Food Act 1984 s50) Final	32.31
4570.	EDF Energy feeder 3 - market electricity (Food Act 1984 s50) Final	24.41
4571.	Valda Energy 1,2 & 3 - market electricity (Food Act 1984 s50)	50.00

Bank & Cash Balances at 15th November, 2021

Current 728	£126,980.37
Unity Trust	£226,082.54
Community A/c	£5,296.46
Business Reserves 017	£92,704.55
Petty Cash	£52.92

- 12) **Staff Matters:** There were none.

Meeting closed at 19.06