



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING

FINANCE REPORT no 60

MONDAY 21st FEBRUARY 2022 AT 6.30PM IN THE DAY CENTRE

This meeting was not held on Zoom as there were no participants

Present: Councillors;

R Lewis (Chair), A Fleming, J Reece, M Took, D Wollweber

In Attendance: N Rees (Town Clerk), no members of the public

REPORT

- 1) **Apologies:** A Dunning, P Dutton
- 2) **Declarations of Interest:** To receive declarations for pecuniary & non-pecuniary interests: None received.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 24th January, 2022 was accepted as a true record.
- 4) **Matters arising from the minutes.** The Clerk confirmed that three dog waste bins were currently on order with Norse. Cllr's Dutton enquiry by email on the committee budgets was discussed. For year, due to the delays by ESC on the asset transfer, the annual budget required by the committees would need to be detailed from the summary the Clerk had already supplied to ESC when confirmed the Precept. The Clerk and the Chair would prepare this document for the next meeting which would show the allocation for each committee. Cllr Fleming reported on the recent Halesworth Events Management meeting where the insurance for the festive lights was raised. The Clerk confirmed that in theory the current insurance covered most eventualities under public liability or any damage to the lights. However it was not clear if an incident resulting from an event would be covered. New insurance quotes for April 2022 – March 2023 were being sought at the moment and the Committee agreed that a specific event insurance should be investigated, something that would cover up to 5 town events per year for example. On the matter of the Ink Festival, the Clerk was doubtful that the Council's insurance would cover any damage to any buildings or injury as a result of installing flags and bunting in the existing tree holders and advised that the event organisers should seek their own insurance for this event.
- 5) **Finances:**
 - a. The Committee received and noted the monthly report of expenditure against the budget
 - b. The Committee approved the Clerk's budget summary submitted to ESC for the precept requirements.
- 6) **Maintenance:** The Clerk reported that due to gaps in the original refurbishment of the bench, some people were pushing litter through the gaps despite the very close proximity of a litter bin. This could be both a health risk and a potential fire risk. The Clerk had agreed with the Mens Shed that additional timbers to close the gaps would be the best solution and netting would also be used underneath to discourage this behaviour. The work would be arranged as soon as possible.

The Clerk reported that some slates had been dislodged or blown off the Station building roof in the recent high winds. This was a potential safety issue for station users and other pedestrians but it was not clear whose responsibility it was to replace the tiles and make the roof safe. The Committee agreed that the best option at first would be to contact Greater Anglia and report the problem to see whether they would act promptly as they had the necessary man power and H&S procedures in place. Cllr Reece had made contact with them previously and would attempt to alert them to this potential safety issue.

- 7) **Asset Register:** The Committee approved the current asset register which would be used for insurance renewal. The Clerk was currently obtaining a number of quotes.
- 8) **Internal Control document:** The Committee received and approved the internal control report (Jan 22) conducted by Cllr Fleming.
- 9) **Correspondence:** The Clerk had circulated the proposal by Norse to solve the issue of collecting garden waste on behalf of HIB (Halesworth in Bloom). The Norse contract currently did not allow for disposing of garden waste produced from the additional work in the park undertaken by HIB. The Committee understood the constraints but agreed that it wished to help HIB with this problem and it was **RESOLVED** to approve the additional cost of £8.50 per emptying of a 240L green waste bin which would be kept on site. Norse would empty the compost bin for a final time and thereafter the waste would be collected from the Park via the green bin.
- 10) **News Items:** To consider any items for the website/newsletters.
- 11) **Accounts for Payment:** The following list of accounts for payment was approved:-

4561.	Pearce & Kemp – repairs to Arboretum Lamp (Parishes Act 1957 s3)	78.75 + vat
4562.	Katherine Thistlethwayte – Station Building (LGA 1972 s144)	4943.92
4563.	Solvadamp – Damp proof works to Station Building (LGA 1972 s144)	3108.00 + vat
4564.	Waveney Security & Fire – final (50%) invoice for CCTV – Museum (LGA 1972 s144)	727.54 + vat
4565.	Viking – Stationery/paper/pens (LGA 1972 s111)	45.95 + vat
4566.	N Rees – Zoom Subscription (LGA 1972 s111) Feb	11.99 + vat
4567.	J Moseley Zoom subscription (LGA 1972 s111) Feb	11.99 + vat

DD/Standing Orders:

4568.	BT phone & Broadband quarterly (LGA 1972 s111)	252.22 + vat
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Bank & Cash Balances at 18th February, 2022

Current 728	£126,067.23
Unity Trust	£196,320.52
Community A/c	£5,296.72
Business Reserves 017	£92,709.17
Petty Cash	£52.92

It was agreed that having two Zoom subscriptions was no longer necessary and one of them should be cancelled. It was also agreed that following the Government’s recent announcement that the requirement for social distancing had been further relaxed, the need to have hybrid meetings was no longer necessary. The Clerk confirmed that it was not a requirement to have any video participation at public meetings and that considering the existing equipment was not really fit for purpose and it had not been agreed to install dedicated equipment for this purpose, the **Committee recommended that the hybrid option for public meetings should be discontinued until agreed otherwise.** This proposal would be taken to the next monthly meeting.

12) **Staff Matters:** To review the updated contracts of employment: The Clerk had prepared the amended contracts for approval in accordance with his understanding of the Committee's agreement. The various amendments were discussed individually and the following corrections were agreed. The Line Manager for the Clerk should remain as the Chair of the Council, the Line Manager for the Assistant Clerk should be the Clerk as amended. The Clerk had removed the reference to a capability procedure as there was not a current policy in place. However the Committee agreed that this should be reinstated and a new capability procedure established. All other amendments were approved and the Clerk would prepare the contracts for signing.

The meeting was closed at 7.15pm