



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING

FINANCE REPORT no 59

MONDAY 24th JANUARY 2022 AT 6.30PM IN THE DAY CENTRE

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

Present: Councillors;

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

In Attendance: N Rees (Town Clerk), John Bainer (Ink), Pauline Wilcock (Museum)

REPORT

- 1) **Apologies:** None
- 2) **To elect a Vice Chair:** Cllr M Took was elected as Vice Chair
- 3) **Declarations of Interest:** Non-pecuniary interests; Cllr Wollweber and Cllr Lewis for item 9a, Cllr Dunning for 9c and Cllr Lewis, Cllr Wollweber and Cllr Dunning for item 9d.
- 4) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 15th November, 2021 was accepted as a true record.
- 5) **Matters arising from the minutes.** Cllr Fleming was due to attend a meeting of Halesworth Events Management and would report back on the use of the grant awarded by the Council in November. Cllr Fleming would also talk to the group about the Ink Festival's plans for bunting and flags and also that the list of fixtures for the festive lights needed to be submitted to Suffolk County Council. The Clerk had spoken to the electrical contractor and was currently checking the insurance and he would also follow up on the list.
- 6) **Transfer of assets –** The Clerk explained that the decision to transfer the assets had been delayed by ESC whilst they await further legal advice relating to the occupants of the land and buildings scheduled for transfer. The next meeting for the Assets and Services would be on the 9th February at 2.30pm
- 7) **Finances:**
 - a. The Committee received and noted the monthly report of expenditure against the budget
 - b. The Committee received and noted the CIL Report. The Clerk would arrange an informal meeting in February for the whole council to discuss ideas for upcoming CIL projects.
 - c. The Committee received and noted the Reserves Report
- 8) **Budget/Precept 2022 – 2023:** It was **RESOLVED** that the Committee recommended that due to the pressures on residents with rising inflation and difficulties during the pandemic, the precept should remain at the same level for tax payers in Halesworth but as there were more tax payers for the year 2022 – 2023 this would equate to a precept of £142,523.95.
- 9) **Grant Applications:** The Chair brought the first two items forward so that those attending the meeting need not wait any longer than necessary.

- a. Halesworth & District Museum: Pauline Wilcock presented the application and explained the museum's latest projects and acquisitions and an overview of the accounts which had been supplied with the application. The Committee fully supported the Museum which was a very important asset to the town and it was **RESOLVED** that the Committee awarded the full grant of £3,000 towards running costs.
- b. Ink Festival - £2,000. The Committee received and noted the accounts and grant application. Cate Evans was due to make a presentation on Zoom but had technical difficulties in joining the meeting. John Bainer was present in person and explained the Ink Festival's new approach to expanding the event in the town to 8 separate locations. It was envisaged that this would attract more visitors to the event and at the same time the town would benefit from the increased footfall. Mr Bainer explained that the £2,000 grant awarded last year had been ring-fenced as agreed and this together with the new grant would help towards the cost of the event. Mr Bainer confirmed that there would be concessions for the young to attend the events in the town. The Committee fully supported the revised event and it was then **RESOLVED** to award the grant of £2,000. It was also noted that the event organisers would need some help with the bunting, flags, lighting and decorations for the town. The Town Clerk and County Councillor Annette Dunning would offer assistance.
- c. Youth Survey - £1,000. It was **RESOLVED** that the Committee approved a payment of £1,000 from Youth Reserves to go towards the cost of £5,000 for the youth survey. Cllr Goldson had also supported the project with a contribution of £1,000 and ESC's Community Partnership had contributed a further £3,000
- d. HCSL - £2,000. At the Chair request it was agreed that this application should be considered at the next monthly meeting due to the number of Council appointed trustees on the Committee.

10) **Reserves Policy:** The Committee reviewed the Reserves Policy written by the Clerk and recommended by the Internal Auditor and it was **RESOLVED** to adopt the policy.

11) **Maintenance:** Request for a dog bin at Dairy Hill: The Committee approved the cost of installing a dog waste bin at Dairy Hill subject to confirmation that Waveney Norse were willing to empty it. The Clerk estimated the cost of around £300 plus installation.

12) **Correspondence:** The Committee sympathised with the resident who had brought the issue of cars left with engines running whilst waiting for takeaways in the Market Place. It was **RESOLVED** that the clerks could organise posters to advise vehicle owners that it was an offence to leave engines running whilst parked on a public highway. It was noted that these notices may technically need Highways approval but in the meantime the cost of £72 was approved.

13) **News Items:** To consider any items for the website/newsletters:

14) **Accounts for Payment:** Cllr Took queried the VAT on an invoice in November for catering services. [The Clerk confirmed, after looking up the information whilst he had left the meeting during item 15, that according to the HMRC website the catering services were subject to vat at the standard rate and therefore the invoice had been correct]. Cllr Dunning asked about the Zoom subscriptions. The Clerk confirmed that the Neighbourhood Plan subscription would only be required until the Plan was approved and so this was likely to end later in the year. The Council's subscription was still used at the moment but this could be reviewed again later in the year. The following list of accounts was then **approved** for payment

4561.	N Rees – Zoom Subscription (LGA 1972 s111) Dec	11.99 + vat
4562.	J Moseley Zoom subscription (LGA 1972 s111) Dec	11.99 + vat

4563.	Waveney Norse – Quarterly Market Clean (Food Act 1984)	174.99 + vat
4564.	Valda Energy – Market Electricity (Food Act 1984)	61.08
4565.	HM Revenue & Customs payroll liabilities (LGA 1972 s112)	2755.33
4566.	UK Safety Management – pat testing (LGA 1972 s111)	133.99 + vat
4567.	N Rees – Zoom Subscription (LGA 1972 s111) Jan	11.99 + vat
4568.	J Moseley Zoom subscription (LGA 1972 s111) Jan	11.99 + vat
4569.	Waveney Security & Fire – Museum CCTV (From Station Bldg fund)	727.54 + vat

DD/Standing Orders:

4570.	Monthly salaries (LGA 1972 s112)	2,820.31
4571.	LGPS Pension (LGA 1972 s112)	1,016.01
4572.	Wave water bill – Bedingfield Allotments (Allt.Act 1908 s23)	26.42
4573.	Wave water bill – Saxon Allotments (Allt.Act 1908 s23)	91.96
4574.	Wave Water bill – Swan Lane Allotments (Allt.Act 1908 s23)	99.24
4575.	Barclays – Bank Charges (LGA 1972 s111)	8.50
4576.	Unity Bank Charges (LGA 1972 s111)	12.60

Bank & Cash Balances at 21st January, 2022

Current 728	£126,818.65
Unity Trust	£209,263.79
Community A/c	£5,296.72
Business Reserves 017	£92,709.17
Petty Cash	£52.92

15) **Staff Matters:** The annual staff review was held *in camera*

The Clerk returned to the meeting. The Chair asked whether the recommendations would go to the monthly meeting for the Council to consider or whether it was in fact the responsibility of the new Finance & Governance Committee to approve the decision for staff matters. All other committees had increased delegated powers for decision making so it was logical this would be the case. The Clerk was not sure but would check the agreed responsibilities and also check the Finance Regulations, Standing orders etc.

The meeting was closed at 8.32pm