



# HALESWORTH TOWN COUNCIL

## FINANCE & GOVERNANCE COMMITTEE MEETING

### FINANCE REPORT no 61

**MONDAY 21<sup>st</sup> MARCH 2022 AT 6.30PM IN THE DAY CENTRE**

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

**Present:** Councillors;

P Dutton, 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:** Cllr Dunning.
- 2) **Declarations of Interest:** To receive declarations non-pecuniary interests: Cllr Wollweber for any reference to the station building or museum and Cllr Took for the Day Centre insurance.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 21<sup>st</sup> February, 2022 was accepted as a true record
- 4) **Matters arising from the minutes:** The Clerk reported that the bench (by the Noticeboard) had been improved so that there were now no gaps between the planks for litter to be pushed through, as reported last month. The roof slates at the Station building had been replaced and made secure by Greater Anglia's contractors. The Committee was grateful for Cllr Reece's persistence in reporting the issue.
- 5) **Finances:**
  - a. The committee received and noted the monthly report of expenditure against the budget
  - b. The committee received and noted the budget submitted to ESC and the figures allocated to the committees. The Clerk and the Chair would expand the 2022/2023 budget in more detail for the April meeting
  - c. The committee received and noted the CIL report
  - d. It was **RESOLVED** that the committee approved the amended Risk Assessment
  - e. Jubilee Budget: It was **RESOLVED** that the Council would set aside £1,000 from this year's budget surplus and then transferred to a Jubilee reserve for funding the Jubilee event in the Park.
- 6) **Insurance:** To review the annual insurance renewal quotes:
  - a. HTC insurance; the Clerk explained that there were two quotes to consider and a third quotation had been expected from CAS (Community Action Suffolk) but so far this had not materialised. The expiry date was the 31<sup>st</sup> March and so immediate action was required. It was **RESOLVED** that the Committee approved the insurance quote at £1,672 from BHIB as this was significantly less than the other quote for the same cover.
  - b. Day Centre: It was **RESOLVED** to renew the insurance from CAS for the sum of £337.14.

- 7) **Internal Audit:** The committee approved the appointment of SALC as the internal auditor for 2022-2023.
- 8) **Maintenance:** It was agreed, in the wake of the recent vandalism, to revisit options for some CCTV coverage in the Park. It was noted the trees made this difficult but mounting cameras on poles or perhaps on the toilet block may be possible. The Committee agreed that the Clerk should investigate this directly with the suppliers and report back.
- 9) **Correspondence:** It was noted that once the door opening had been reopened in the Station building between the former Mencap area and the Museum, more damp had been discovered that had not been part of the original damp proofing works. The Clerk had added the cost under item 11. It was **RESOLVED** that the Committee agreed that the additional costs should be undertaken now as it would be more expensive to rectify at a later date.
- 10) **News Items:** To consider any items for the website/newsletters: None
- 11) **Accounts for Payment:** The following list of accounts for payment was approved:

<b>4561.</b>	ESC Market Rates (Food Act 1984) rates for 2022 – 2023 (pay in April)	449.10
<b>4562.</b>	ESC Office Rates (LGA 1972 s111) outstanding rates 2021 - 2022	360.00
<b>4563.</b>	ESC Office Rates (LGA 1972 s111) rates for 2022 – 2023 (pay in April)	598.80
<b>4564.</b>	HMRC Employers liabilities (LGA 1972 s112) (pay after 5 <sup>th</sup> April)	3064.79
<b>4565.</b>	Solvadamp – extra damp proof work to the Museum (LGA 1972 s144)	820.00 + vat

**Bank & Cash Balances at 16<sup>th</sup> March, 2022**

Current 728	£125,758.04
Unity Trust	£179,452.96
Community A/c	£5,296.85
Business Reserves 017	£92,711.48
Petty Cash	£52.92