



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING

FINANCE REPORT no 62

MONDAY 25th APRIL 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), P Dutton, A Fleming, J Moseley, M Took, D Wollweber

In Attendance: (No Clerks present). Members of the public; Julia Howell representing Halesworth Area Community Transport

REPORT

The Clerk was absent due to Covid, Cllr Fleming was appointed by the Committee to record the decisions made at the meeting and this would then be relayed to the Clerk to draft the minutes for circulation after the meeting.

- 1) **Apologies:** Cllr Dunning, Nick Rees (Clerk)
- 2) **Declarations of Interest:** None
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 21st March, 2022 was accepted as a true record with the amendment that Cllr Dutton was noted as being present.
- 4) **Matters arising from the minutes:** None
- 5) **Finances:** The Committee received the following documents:-
 - a. End of year report of expenditure against the budget: Noted
 - b. CIL report: Noted
 - c. Reserves report: Noted
 - d. Suggested transfers to reserves: It was **RESOLVED** that the Committee agreed the suggested transfers.
 - e. Revised budget for 2022 – 2023 (delayed due to the transfer of assets). It was **RESOLVED** that the Committee agreed the revised budget and headings relating to the restructured committees for Council's final approval at the next monthly meeting.

It was noted that Cllr Moseley suggested applying for additional grant funds towards the implementation of wayfinding signage, the Committee agreed and this would be taken to the Planning & Highways Committee.

- 6) **Grant Applications:** Julia Howell gave a presentation to the Committee for the grant application for £4,000. Rising fuel costs were an increasing concern and the organisation was in the process of reviewing the number of buses it was operating. The Clerk had advised the applicant prior to the meeting that the Council's grant policy currently restricted all organisations to a maximum of £3,000 per annum for running costs.
 - a. Halesworth Area Community Transport: It was **RESOLVED** that the Committee approved a grant for £3,000. It was also agreed that the Committee would consult with the Clerk to consider whether it was possible to commit some emergency reserves specifically for community transport.

- 7) **Radar keys:** To consider the purchase of radar keys for the disabled toilet: It was **RESOLVED** that the Committee agreed a budget of £40 to purchase a stock of keys (option four preferred). Some of the stock would be made available for the Ancient House bistro to loan out as they were the closest to the accessible toilet and were often being asked for a key. A sign would be put on the accessible toilet door giving information on where to borrow a key and that keys could also be purchased from the Council office.
- 8) **Jubilee costs:** The Committee approved the Jubilee Working Group's preparations. It was noted that the face painting would be around £250. Two Gazebos would be purchased and it was **RESOLVED** that the budget was increased to £3,000.
- 9) **Internal Audit:** The Committee noted the internal audit report from SALC for the year 2021-2022 and the Clerk's accompanying comments and explanations. It was **RESOLVED** that the Committee approved the report and the recommendations of the report which would be implemented during the year. The Committee congratulated the Clerk for the successful outcome of the internal audit.
- 10) **Government email/domain:** To consider the adoption of '.gov' domain name for the office emails: This was another recommendation from the internal audit and many other larger council's had adopted the 'gov' title recently. Google had recently confirmed that they intended to charge a subscription for the Council's current 'gmail' account and so it made sense to pay for the government email address instead. Councillors individual emails would remain unchanged. The Committee approved the payment of £80 + vat (for the first two years) to apply for the Government domain and email account.

11) **Maintenance:** None

12) **Correspondence:** None

13) **News Items:** None

14) **Accounts for Payment:** The following accounts for payment was approved:-

| | | |
|----------------------------|---|--------------|
| 4561. | Micropress N Plan article (Localism Act 2011) | 50.00 + vat |
| 4562. | Norse – Green bin collection (Park) (Open Spaces 1906 ss9&10) | 53.49 + vat |
| 4563. | Norse – Market Clean Jan – March (Food Act 1984 s.50) | 174.99 + vat |
| 4564. | Paul Jackson – Oak tree planting (Open Spaces 1906 ss9&10) | 50.00 |
| 4565. | CF Corporate Finance – Photocopier lease (LGA 1972 s111) | 168.06 |
| 4566. | SALC Membership (LGA 1972 s111) | 1123.67 |
| 4567. | East Suffolk Council – Park Lighting and Skateboard lighting Local Gov (Misc Prov) Act 1976 s.19 | 500.00 + vat |
| 4568. | East Suffolk Council – Bedingfield Crescent Annual Rent Small Holdings and Allotments Act 1908 s23 | 5.00 |
| 4569. | Information Commissioners' Office Data Protection Act (2018) | 40.00 |
| DD/Standing Orders: | | |
| 4570. | Monthly salaries (LGA 1972 s112) | 2935.11 |
| 4571. | LGPS Pension (LGA 1972 s112) | 1075.58 |

Bank & Cash Balances at April 20th, 2022

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|-----------------------|-------------|
| Current 728 | £125,581.41 |
| Unity Trust | £185,832.61 |
| Community A/c | £5,296.85 |
| Business Reserves 017 | £92,711.48 |
| Petty Cash | £22.82 |

The meeting was closed at 7.55pm