



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING

FINANCE REPORT no 65

MONDAY 17th OCTOBER 2022 AT 6.30PM IN THE DAY CENTRE

Present: Councillors; A Dunning, P Dutton, A Fleming, J Moseley, R Lewis (Chair), M Took

In Attendance: N Rees (Town Clerk), Cllr Keith Greenberg, 3 members of the public

REPORT

The Chair welcomed Cllr Greenberg to the meeting but explained that as he was not currently a committee member he would not be able to vote on any decisions.

- 1) **Apologies:** D Wollweber
- 2) **Declarations of Interest:** Non-pecuniary interests: Cllr Took for 6a & 8, Cllr Dunning for 6d, Cllr Lewis for 6b.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 18th July, 2022 was accepted as a true record with the amendment that under accounts for payment; ref 4563, the recipient was the Farmhouse Bakery for supplying the Jubilee Cake.
- 4) **Matters arising from the minutes.** None
- 5) **Finances:**
 - a. The Committee received and noted the report of the expenditure against the budget
 - b. The Committee received and noted the CIL report. It was noted that the Council recognised the importance of the White Bridge (Millennium Green) and were if necessary prepared to set aside CIL funding to assist with the replacement bridge. Discussions between the Millennium Green Trust and Suffolk County Council were still ongoing so the level of support was not known.
 - c. The Committee received and noted the Reserves report.

It was agreed while discussing the above items that the Clerk would circulate information on training options and dates.

- 6) **Grant Applications:** The Chair explained to the Committee that if all the grants were approved in full it would only leave just under £5,000 in the grant pot for the remaining year and it was expected that there were other organisations likely to need help. Cllr Dunning expressed some concerns that the amount of grant monies now being requested had increased significantly in recent times. With these comments in mind the Committee considered the following applications.
 - a. **Halesworth Dementia Carers Fund:** Teresa and Jim Fyfe attended the meeting and explained that the purpose of the grant. It was then **RESOLVED** that the Committee approved a grant of £5,000, despite the pressures on HTC's grant budget this was a very worthwhile cause and helped many local families and furthermore it was entirely run by volunteers.

- b. **Halesworth & District Museum:** The Chair congratulated the museum successes at the Association of Suffolk Museum awards. Keith Greenberg (Museum Trustee) attended the meeting and explained that the purpose of the grant was to help to match a grant from another source that had already been offered towards the cost of two new display cabinets. It was noted at the meeting that one of the committee members suggested that the Museum may have access to additional funding they had not been aware of, but as usual this would be subject to a successful application. The Committee were aware of the need for a speedy decision as the offer obtained by the Museum may be withdrawn and so it was **RESOLVED** that the Committee approved a grant of £3,000 to the Halesworth & District Museum and a further guarantee that, should an application to the other source suggested at the meeting, prove to be unsuccessful, the Committee approved the balance of up to £2,000 to make up the £5,000 originally requested.
 - c. **The Rifle Hall Trust:** Mr Simon Weeks explained that the application was an extension of last year's application to upgrade the toilet facilities. The Chair acknowledged that the Committee had previously agreed in October 2021 that, subject to success with their lottery bid, the Committee had awarded a grant of £5,000 and it was then **RESOLVED** that the Committee approved a further £2,500 which would also be ring-fenced, subject to successful outcome with their lottery bid. Cllr Moseley also offered to talk to East Suffolk Council officers to find out if there was any further assistance available from the District Council.
 - d. **Pear Tree Fund:** The Committee admired how the organisation had grown, the area it covered and the services it offered. The Committee was however concerned that the scale of the running costs meant that the Council's contribution would amount to a very small fraction of that amount. The Committee agreed it would prefer to support a local project, rather than it being used for running costs in a large operation which would be very difficult to allocate specifically to Halesworth residents. It was **RESOLVED** that the Committee agreed that it would reconsider a new application from the Pear Tree Fund for a specific purpose but it could not approve the application submitted on this occasion.
 - e. **Halesworth Business Group:** The Clerk confirmed that he had presented the empty shop window improvement project to East Suffolk Council to see if they had any suitable funding available and ESC had confirmed that they were prepared to support the full cost of the project. This grant could be applied directly by HBG or via the Town Council. The Committee accepted this arrangement and asked the Clerk to relay the information to HBG.
- 7) **High Street Improvement Programme:** To review the information and application dates and to consider any appropriate projects. It was noted that this funding and the recent notice of a Rural Prosperity Fund needed further explanation and the Clerk was currently arranging dates for a meeting with East Suffolk Council officers for further assistance.
- 8) **Day Centre:** It was accepted and agreed that the Council should be donating towards the cost of holding meetings in a similar way to arrangements in the past for room hire. The Committee awaited some guidance on this from the Day Centre. It was noted that the Day Centre had successfully applied for the Warm Rooms funding and would soon be operating this on two days per week.
- 9) **Committee Budgets for 2023/24:** The Chair requested that the following committees needed to submit budget requirements before the next meeting.
- a. Planning & Highways
 - b. Assets and Services
 - c. Leisure & Environment
 - d. Events

10) **Policy Docs:**

- a. Review of the Financial Regulations. The Clerk confirmed that he was working on the amendments in conjunction with the Standing Orders and when both were complete these would be submitted to the full Council.

11) **Maintenance:**

- a. Swan Lane Allotments fence: Awaiting alternative quotes
- b. Flagpole maintenance: The Clerk reported that he had received three quotation to service the flagpole. It was **RESOLVED** that the Committee approved the quotation from House of Flags, based in Cambridge, for the lowest price of £430.00+ vat.

12) **Correspondence:** None

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

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

4561.	SALC – 6 monthly Payroll Services (LGA 1972 s112)	78.00 + vat
4562.	Norse – Market Clean Jul - Sept (Food Act 1984 s.50)	174.99 + vat
4563.	Hetty's Little Copy Shop A flyers (LGA 1972 s144)	24.00
4564.	Solvadamp (damp proofing at the Station) (Misc.Prov.) 1976 s19)	820.00 + vat
	Previously approved in July but held awaiting sign off from the Museum	

DD/Standing Orders:

4565.	Google Workspace (LGA 1972 s111)	0.23
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Grants & Receipts

4566.	ESC - Community Partnership – Youth Survey	3,000.00
4567.	ESC BBHVOp212208 – Cllr Goldson Locality funding for Youth Survey	1,000.00
4568.	Market Rents (2 months)	583.00
4569.	Annual Allotments (September/October)	845.00

Bank & Cash Balances at 13th October, 2022

Current 728	£124,173.58
Unity Trust Current	£94,135.78
Unity Trust Savings	
£200,243.29	
Community A/c	£5,298.88
Business Reserves 017	£92,747.05
Soldo Prepaid Acc.	441.62
Petty Cash	£22.82

- 15) **Staff Matters:** It was noted that the Council had asked the Personnel Working Group to come back with a report on options for employing a caretaker/maintenance person and an additional clerk for marketing and grants etc.

The meeting was closed at 7.50pm