



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING

FINANCE REPORT no 68

MONDAY 16th JANUARY 2023 AT 6.30PM IN THE DAY CENTRE

Present: Councillors; P Dutton, K Greenberg, J Moseley, R Lewis (Chair), M Took, D Wollweber.

In Attendance: N Rees (Town Clerk), Cllr A Fleming, 4 members of the public

REPORT

- 1) **Apologies:** Cllr Dunning.
- 2) **Declarations of Interest:** Non-pecuniary interests: Cllr Wollweber for 6b (HV trustee).
- 3) **Minutes:** The report of the Finance & Governance Committee meeting held on Monday 19th December, 2022 was accepted as a true record.
- 4) **Matters arising from the minutes.**
- 5) **Finances:** The Committee received and noted the following:-
 - a. The report of expenditure against the budget
 - b. CIL report
 - c. Reserves report: It was agreed that the Reserves would be reviewed in more detail at the end of the year. More specific projects would be added and some that were out of date or no longer relevant would be removed.
- 6) **Grant Applications:**
 - a. Ink Festival: Julia Sowerbutts, Cate Evans and John Bainer attended the meeting and explained the purpose of the grant. They explained that the event would be larger again this year and now lasting 5 days which also included a carnival/fun day. It was **RESOLVED** that the Committee awarded a grant of £3,000 (£2,000 for the normal event as requested and £1,000 for the additional fun day)
 - b. Halesworth Volunteers: Emma Healey attended the meeting and explained their grant application which was for advertising for additional drivers for the car service, training and administration. The Committee were also informed that the Ambulance services may be facing cut backs which may put additional pressure on the Volunteer Car Service when used for transporting residents to hospital and in the associated increased administration. The Committee were very keen to support this vital community service in Halesworth, which had been in operation for the last 37 years. It was **RESOLVED** that the Committee awarded a grant for £4,000, of which £1,500 would be taken from reserves.
- 7) **CIL Allocation (Committees):** The Chair explained that the report of long term CIL commitments was still in progress. A meeting of the Chairs would be arranged to review CIL commitments shortly.
- 8) **Maintenance:** It was **RESOLVED** that the Committee approved the purchase of a Grit Bin for Oak Way at £231.00. The Committee also agreed a budget for visually improving the outside/grounds of the London Rd office for plants and planters at £500. The Council would inform Halesworth in Bloom so that they can undertake the work as soon as possible.

9) **Correspondence:** It was noted that the Shared Prosperity Fund had a number of bidding rounds. There would be an application made for the April round by Cllr Wollweber and the Clerk for the Market 800 celebration in September and Cllr Moseley was also interested in making a bid for the wayfinding project. The Clerk would circulate the information and links. It was agreed that the Council should be maximising the use of all available funding where possible.

10) **News Items:** To consider any items for the website/newsletters: grants awarded.

11) **Accounts for Payment:** The following list of accounts was approved for payment:

4561.	Waveney Norse – Quarterly Market Clean (Food Act 1984)	174.99 + vat
4562.	Viking – Stationery (LGA 1972 s111)	55.80 + vat
4563.	Pearce & Kemp Park lighting repairs -Open Spaces Act	78.75 + vat

DD/Standing Orders:

4564.	Wave water bill – Beddingfield Allotments (Allt.Act 1908 s23)	67.56
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Bank & Cash Balances at 6th January, 2023

Unity Trust Current	£69,342.02
Unity Trust Savings	£200,892.30

Current 728	£123,646.80
Community A/c	£5,301.83
Business Reserves 017	£92,798.76
Soldo Prepaid Acc.	£225.59
Petty Cash	£22.82

12) **Staff Matters:** These items were taken in reverse order.

- b. **To consider the following Job Descriptions:** Maintenance person and Part-time Clerk. The Committee noted the Clerk's comments that the maintenance person would be self-employed and therefore a job description was not necessary but it was agreed that a list of typical maintenance tasks should be compiled. It was the Clerk's opinion that preferred contractors for this work would be the best approach rather than allocating a set number of hours per week. More discussion on this was needed for a future meeting. Having received and noted the draft Additional Assistant Clerk's Job Description and the opinion of both existing Clerks that a new member of staff should be able to undertake the normal range of clerk's duties, with training as required, the Committee assigned the Clerk and Cllr Moseley to write a motivating advert for the position. It was noted that at least some of the proposed office improvements would be necessary before employing extra staff as currently there was nowhere suitable for them to work.
- a. **Staff reviews:** To consider the recommendations from the Personnel Working Group: The Clerk, having provided the latest agreed rates from NALC (EO2 - 22) left the room. Upon his return the Committee confirmed recommendation that the Clerk and Assistant Clerk be raised one salary point to LC3 - 34 and LC2 - 23 respectively.

The meeting was closed at 9pm