



# HALESWORTH TOWN COUNCIL

## FINANCE & GOVERNANCE COMMITTEE MEETING

### FINANCE REPORT no 70

MONDAY 20th MARCH 2023 AT 6.30PM IN THE DAY CENTRE

**Present:** Councillors; A Dunning, P Dutton, K Greenberg, J Moseley, R Lewis (Chair), D Wollweber.

**In Attendance:** N Rees (Town Clerk), Cllr A Fleming, 0 members of the public

### REPORT

- 1) **Apologies:** Cllr M Took.
- 2) **Declarations of Interest:** To receive declarations for pecuniary & non-pecuniary interests.
- 3) **Minutes:** The Report of the Finance & Personnel Committee meeting held on Monday 20<sup>th</sup> February, 2023 was accepted as a true record with the amendment that the Clerk's suggested solution for the White Bridge was removed at the request of Councillor Dunning.
- 4) **Matters arising from the minutes:** Cllr Moseley gave reported on the grants awarded for the wayfinding and planters.
- 5) **Finances:**
  - a. The Committee received and noted the report of expenditure against the budget: The Clerk would check the expenditure for street furniture as it was much higher than the budget.
  - b. The Committee received and noted the CIL & Reserves report
  - c. **CIL:** To consider creating a consultancy reserve for a limited period. It was agreed that before the Council commits to creating another reserve, the Clerk would check the legislation on the liabilities for using Neighbourhood CIL funding for consultancy if the project was delayed or did not go ahead.
- 6) **Banking options:** To consider options for savings and current accounts: The Clerk had found two savings accounts with Building Societies that would deal with local authorities and they both offered better rates than Barclays. The Clerk had also reported that he had been constantly harassed by Barclays to provide information on the account. Despite providing the information twice, the department involved persisted in sending more letters and threatening to close the account. Eventually they had agreed to pay £50 as a goodwill gesture for the inconvenience but had since sent more letters. It was **RESOLVED** that the Committee agreed that the Clerk should attempt to open the alternative savings accounts for the Council and that once these had been established, the Barclays account would be closed.
- 7) **Chair's Allowance:** To consider the Chair's recommendation for the remaining balance: The Chair requested that the remaining balance of the Chair's allowance be paid to Halesworth Volunteers. It was **RESOLVED** that the Committee approved this payment.
- 8) **Day Centre Insurance:** The Committee agreed that the usual tradition of the Town Council paying for the Day Centre Insurance may run into a conflict of interest as HTC

would shortly become the Landlord. It was **RESOLVED** that the Committee should not pay for the insurance directly, but the clerk would write to the trustees and explain this complication and suggest that the Committee would consider a grant application instead.

- 9) **Terms of Reference:** To consider the revised T of R in the agreed format: It was **RESOLVED** that the Committee approved the following amendments, line 10; replace 'promotes' with 'support' and under 'Code of Conduct' replace 'must' with 'expected'. Cllr Dunning disagreed with the concept of attempting to restrict comments on social media as she believed this was an infringement of human rights and that it therefore could not be enforceable.
- 10) **Photocopier Lease:** To consider further back payments for the existing supplier and to consider changing supplier – see options. It was **RESOLVED** to pay the outstanding invoices. The current lease was out of contract and the Clerk had obtained more competitive rates from two other companies. It was **RESOLVED** that the Committee agreed with the Clerk's recommendations to go with the lowest quotation on a 3-year lease.
- 11) **Phone Options:** To consider new phone options for the office phone system: It was **RESOLVED** to change the current contract to a new BT option that included additional phones, a mobile phone and an automated switchboard.
- 12) **Shared Prosperity Bids:** It was **RESOLVED** that the Committee agreed with Cllr Moseley to apply for further shared prosperity bids for wayfinding; cultural sectors, Town Park master plan and Countryside walks.
- 13) **Maintenance:** The Clerk reported that there had been vandalism to the electrics box in the Park, the electricians would be quoting for measures to secure the cabinet and replace any damaged items, currently this would be at ESC's expense. The Clerk would inform the youth outreach team.
- 14) **Correspondence:** The Clerk had received a quotation from Birketts solicitors which members of the Asset & Services Committee were currently reviewing, the Clerk had also requested prices from two other solicitors, Kerseys and Prettys but he was still awaiting a quotation.
- 15) **News Items:** To consider any items for the website/newsletters: None
- 16) **Accounts for Payment:** The following list of accounts was approved for payment.

<b>4561.</b>	Pearce & Kemp (Repair Park Electrics) Parishes Act 1957 s3	106.45 + vat
<b>4562.</b>	Pearce & Kemp (Repair Town Park Lights) Open Spaces 1906 ss9&10	57.00 + vat
<b>4563.</b>	Rachel Leggett (1st invoice for Hub Consultancy) LGA 1972 s133	922.50
<b>4564.</b>	Coronation Medals (TBC) GPoC	536.00
<b>4565.</b>	KEL Creative N Plan Booklet (Localism Act 2014)	408.00
<b>4566.</b>	Hetty Little Copy Shop – Coronation leaflets GPoC	20.00
<b>4567.</b>	SALC Payroll Services (6 months) (LGA 1972 s112)	78.00 + vat
<b>4568.</b>	Richard Bowring Town Maps LGA 1972 s144	1236.00 + vat

### **Bank & Cash Balances at 15<sup>th</sup> March, 2023**

Unity Trust Current	£41,857.53
Unity Trust Savings	£200,892.30
Current 728	£123,038.98
Community A/c	£5,308.41
Business Reserves 017	£92,913.93

Soldo Prepaid Acc.	£386.61
Petty Cash	£22.82

- 17) **Staff Matters:** It was **RESOLVED** that the Personnel Sub-Committee would arrange a meeting to review the applications on Wednesday and that Cllr Greenberg was appointed an additional member or sub so that the interviews could be arranged as soon as possible. It was **RESOLVED** that £25k would be allocated in the budget for a Marketing/events co-ordinator on a short-term contract. The Committee approved of the Clerk carrying one week's holiday over from this year to 2023/24.

The meeting was closed at 8.26pm