



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING

FINANCE REPORT no 71

MONDAY 17th APRIL 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, Nikki Sawkins representing The Pear Tree Fund

REPORT

- 1) **Apologies:** None
- 2) **Declarations of Interest:** Non-pecuniary interests: Cllrs; Moseley, Greenberg and Lewis for item 7c. Cllr Dunning for item 7a & 7c.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 20th March 2023 was accepted as a true record.
- 4) **Matters arising from the minutes:** The Clerk would send Cllr Took the details of the Day Centre insurance.
- 5) **Finances:**
 - a. The Committee received and noted the report of *end of year* expenditure against the budget: The Clerk confirmed that the expenditure for street furniture was much higher than the budget due to the purchase of the Solar VAS signs which did not have a budget line.
 - b. The Committee received and noted the CIL & Reserves report
 - c. To consider any end of year transfers: It was agreed to transfer the following: - Town Marketing £5,000 and Youth £2,000 to reserves, Planning budget surplus £190 to Street Furniture Reserve. Twinning balance to Twinning Reserve, Festive Light balance to Festive Light Reserve, Play Equipment balance (£500) to Play Equipment Reserve, Skate Park balance (£320) to Skate Park Reserve and the Asset Transfer budget of £20,000, as previously agreed, to the London Rd Building improvement reserve. It was noted that this would be available for the Assets & Services Committee to spend directly, it was not part of their normal budget for 2023 - 2024 but the improvement works had already been approved.
- 6) **Banking:** The Clerk expressed concerns that many of the bank signatories were retiring from the Council and so far, attempts to get new signatories signed up to the Bank was proving difficult. The Clerk suggested that the Councillors could sign the list of payments and then the Clerk would make the corresponding bacs payments or alternatively the Clerk and one other signatory would authorise each bacs payments from the list rather than two Councillors (assuming the Financial Regulations/Standing Orders were amended accordingly). The Council felt that this decision should be left for the New Council after May.
- 7) **Grants:** To consider the following grant applications
 - a. Pear Tree Fund (£5,000) Nikki Sawkins explained the purpose of the grant application, how it benefitted the recently bereaved and helped them to adjust and make new friends through the cooking for one course. Following a series of

questions from councillors, it was **RESOLVED** that the Committee approved the grant for £5,000.

- b. Payment of Rifle Hall grants held in Reserves: It was **RESOLVED** that the Committee agreed to release the payment of the previously approved grants (2021 & 2022) which had been held in Reserves awaiting the confirmation of a successful lottery bid by the Rifle Hall Trust.
- c. Holton Pits: As the project was outside the Parish boundary there was considerable debate as to how many Halesworth residents used the Pits, but the Council was also mindful of its commitment to preserving greenspaces. The Clerk confirmed that with the General Powers of Competence it was possible for the Town Council to invest in other areas and parishes. It was **RESOLVED** with 4 in favour and 3 against to pledge £500 towards the purchase of the land if the group's bid to Cemex was successful.

8) **Audit:** The Committee received and noted the draft Audit Submission. The Clerk confirmed that the figures would be verified following the Internal Audit which was due to be conducted by the Suffolk Association of Local Councils on the 25th of April 2023.

9) **Maintenance- Swan Lane Allotment Fencing:** The Clerk had brought this matter to the Committee previously, but it had not resulted in a final decision. The allotment holders wanted to deter Muntjac from coming into the site and eating their produce. The existing fence was broken and offered no protection. The Clerk had secured several quotations for several types of fencing at different heights, but it was **RESOLVED** to accept the quotation for 4ft Horse fencing at £1,341.79 which offered the best value and included removal of the existing broken fence at the Swan Lane Allotments

10) **Correspondence:** None

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

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

4561.	Information Commissioners' Office Data Protection Act (2018)	40.00
4562.	Viking – Stationery (LGA 1972 s111)	23.94 + vat
4563.	HMRC payroll Liabilities (LGA 1972 s112)	2916.48
4564.	Pay adjustments for underpaid Standing Orders Apr 22 – Mar 23 – N Rees	446.86
4565.	Pearce & Kemp – LRB Electrics (GPoC)	1372.32 + vat
4566.	ESC – Bedingfield Crescent Allotments -Rent – Allotments Act 1908 s23	5.00
4567.	ESC – London Rd Bldg. Rates (LGA 1972 s111)	682.74
4568.	ESC – Market Rates (Food Act 1984 s50)	187.13
4569.	SALC Membership - (LGA 1972 s111)	1122.82
4570.	KEL Creative – Wayfinding film for Library (LGA 1972 s144 (Grant)	130.00
4571.	Rifle Hall Trust – Agreed grants from 2022 & 2021 (held in Reserves)	7,500.00

CIL Receipts	2,422.79
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Bank & Cash Balances at 14th April 2023

Unity Trust Current	£29,000.75
Unity Trust Savings	£201,835.12
Current 728	£122,738.76
Community A/c	£5,417.00
Business Reserves 017	£92,805.34
Soldo Prepaid Acc.	£371.02
Petty Cash	£6.45

- 13) **Staff Matters:** The Clerk updated the Committee on the recruitment process for the Assistant Clerk, the Committee agreed that it would consider whether it was necessary to readvertise after the interviews had been concluded.