



# HALESWORTH TOWN COUNCIL

## FINANCE & GOVERNANCE COMMITTEE MEETING

### FINANCE REPORT no 72

**MONDAY 19th JUNE 2023 AT 6.30PM IN THE DAY CENTRE**

**Present:** Councillors; A Cackett, A Dunning, P Hedges (Chair), K Greenberg, J Moseley, M Took.

**In Attendance:** N Rees (Town Clerk), No members of the public.

### REPORT

- 1) **To Elect a Vice Chair:** It was **RESOLVED** that Cllr M Took was elected as Vice Chair.
- 2) **Apologies:** None - all present.
- 3) **Declarations of Interest:** Cllr Hedges declared a general interest in item 6c, as he had recently taken over a business unit (Market Place/Miles Ward Court), Cllr Dunning for item 6c for her involvement in giving permissions in her role as SCC councillor and Cllr Took declared an interest in item 9 as she was a Day Centre trustee.
- 4) **Minutes:** The report of the Finance & Personnel Committee meeting held on Monday 17<sup>th</sup> April, 2023 was accepted as a true record.
- 5) **Matters arising from the minutes:** It was noted that the trustees had paid for the Day Centre insurance.
- 6) **Finances:**
  - a. The Committee received and noted the monthly report of the expenditure against the budget. The Clerk confirmed that he would move the Coronation expenses from the normal budget so that it was then paid from Reserves as originally agreed.
  - b. CIL & Reserves report. The Committee received and noted the Reserves report and a projected CIL spend list created in January 2023 from the Committee requirements and the expected CIL income from new builds over the next 4 – 5 years.
  - c. To consider committing CIL funding for the Wayfinding Project. It was noted that in January 2023, £70k was identified as a requirement from CIL to undertake the manufacturing and installation of the Wayfinding signage. Cllr Moseley explained that there was also £27k in grant monies confirmed for the project. The best estimate for the completion of the work so far was that it was likely to be around £120k, however costs were continually going up. Until the tendering process was completed and the best price obtained, the true costs were not known. Prior to proceeding to the tendering stage, Cllr Moseley was therefore seeking a commitment from the Council that it would confirm support and reserve the expenditure of CIL for this project. It was then **RESOLVED** that the Finance & Governance Committee recommended to Council that £70k of CIL was reserved for the Wayfinding project and that this proposal would be taken to the next Council meeting for consideration.

7) **Banking:**

- a. Additional signatories required: It was **RESOLVED** that Cllrs; Cackett and Hedges would be added as signatories to the Barclays accounts and to the Unity Bank accounts.
- b. Review of the bank accounts: It was **RESOLVED** that the Clerk would begin the process of opening an account with the Cambridge Building Society. It was noted that this would still leave some accounts over the FSCS protected amount of £85,000 but the Committee considered that the risk was minimal to established banks such as Barclays.

8) **Audit:** Update on External audit report (if available): The Clerk reported that he was still awaiting the External auditors report.

9) **Day Centre:** Annual room hire contribution: After the Clerk explained that traditionally the Council had paid the insurance and also that it made a further contribution for the use of the Day Centre room for meetings (approx. £200 per annum). Taking into consideration that the trustees had already paid the insurance, it was then **RESOLVED** that a contribution of £30 per meeting would be made to the Day Centre and back dated to January 2023.

10) **To review the following documents:**

- a. Risk Assessment: It was **RESOLVED** that the Risk Assessment was approved.
- b. Asset Register: It was **RESOLVED** that the Asset Register was approved with the amendment that the Clerk would add the bench on Dukes Drive, if the records indicated that the Council owned or had adopted the bench. It was agreed that the Assets & Services Committee would consider cleaning and maintenance of the Bus Stops owned by HTC.

11) **Correspondence:** It was noted that the Four-Year Plan would feature as an Agenda item on all committees.

12) **News Items:** To consider any items for the website/newsletters: Advertise as discussed under item 14.

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

66	Halesworth 800 Event	Re-enactment	Black Knight	S	1,000.00	200.00	1,200.00
67	Wayfinding Maps	Map alterations	Richard Bowring	S	350.00	70.00	420.00
68	London Rd Imp. Reserves	Legal fees	Birketts LLP	S	1,569.00	313.80	1,882.80
69	Subscriptions	Acronis Back Up	N J Rees	S	58.32	11.66	69.98
70	Memorial Repairs	Maintenance	Spencer Wix	S	930.00	186.00	1,116.00
71	Coronation	Coronation	Hetty's Little Copy Shop	X	22.40		22.40
72	New Events	Summer Activities - Youth	ABC Skateboarding	S	150.00	30.00	180.00

14) **Staff Matters:** This item was held *in camera*. The Committee discussed the Clerk's announcement that he intended to retire; his last day would be on the 13<sup>th</sup> of September. The Clerk confirmed that he would be available on the phone to help with any queries after his retirement date. The Clerk had also contacted SALC at the Chair's suggestion, to enquire on the availability of Locum clerks, if the situation arose that a replacement could not be found in time. The rate would be in the region of £20 - £25 per hour but SALC did not provide clerks directly but instead offered the positions to those on their register. The Clerk left the room and the Committee discussed the matter further. On his return the Chair confirmed the following agreements:

- a. The Clerk should contact SALC to advertise both the permanent position and the requirement of a Locum Clerk at the same time as soon as possible. The target was to employ a permanent clerk starting no later than the 1<sup>st</sup> September or if that was not possible, a Locum Clerk in the interim period.
- b. The Clerk would enquire with East Suffolk Council as to whether they could offer any assistance if neither of the above options were successful
- c. The Personnel Sub-Committee would meet at 5pm on the 27<sup>th</sup> June, in Chambers, to determine the job description and other matters relating to the vacancy.
- d. The Personnel Sub-Committee would also meet with the Assistant Clerk, Phillippa Welby to discuss the possibility of increasing her hours.

The meeting was closed at 8.22pm