



HALESWORTH TOWN COUNCIL

FINANCE & GOVERNANCE COMMITTEE MEETING

MINUTES - no 74 (Draft until signed)

MONDAY 18th SEPTEMBER 2023 AT 6.30PM IN THE DAY CENTRE

Present: Councillors; A Dunning (in part), P Hedges (Chair), K Greenberg and J Moseley.

In Attendance: D. Lines (Locum Town Clerk) and one member of the public.

- 1) **Apologies.** Received from Cllrs. Cackett and Took (family commitments) and **APPROVED.**
- 2) **Declarations of Interest:** Cllr. Hedges recorded a potential interest as a new business owner in the Town Centre (Item 6)
- 3) **Minutes: RESOLVED** - to approve the report of the Finance & Governance Committee meeting held on Monday 19th July, 2023 as a true record
- 4) **Matters arising from the minutes. - NONE**
- 5) **Finances:**
 - a. **NOTED** - the monthly report of expenditure against the budget but greater clarity in the finance reports required, ideally to be done for the next meeting
 - b. **CIL & Reserve balances** – Clerk to locate and distribute the CIL proposal list produced earlier this year.
 - c. **Review of Budget lines** – noted.
 - d. **Request for Committee Budgets for 2024/25** – All Committees to discuss and propose expenditure at their October and November meetings. Draft proposals to be received by F&G at its November meeting and all finalised proposals at the December meeting (in context of the Four-Year Plan), to be evaluated and collated for recommendation - along with the proposed Precept - to Full Council in January.
- 6) **Wayfinding Tender selection process** – Cllrs. Hedges and Moseley briefed the Committee on the process to date, and it was **AGREED** that the completed evaluation and recommendation (along with an independent review of the selection process by the RFO) would be considered for ratification at the Full Council meeting in October.
- 7) **Community Hub:** It was **AGREED** to set up a Working Group to consider and report on the first stage development work (Survey/Evaluation of results/Options / Delivery implications/ specialist advice, operating responsibilities etc.) for the Community Hub. Cllr. Greenberg agreed to draft a specification for CHWG discussion. It was **RESOLVED** to approve an expenditure limit of £5,000 (from Earmarked/General Reserves) for this stage of the project.
- 8) **Market Management: RESOLVED** - to pay the balance for contract services, the majority being covered by a successful UKSPF grant bid. It is proposed to use Market Reserves primarily to cover the shortfall of £3,900.
- 9) **Grant Policy:** It was **AGREED** that proposed revisions would be circulated to members by the Chair for agreement on the broad principles prior to presentation to Full Council.
- 10) **Audit:** External auditor's report – it was **AGREED** that the recommended review of the Council's Reserves would take place at a future meeting.
- 11) **Office/Clerk Mobile Phone** - this item was withdrawn, to be dealt with by the Clerk.
- 12) **Correspondence: NONE**
- 13) **News Items:** To consider any items for the website/newsletters - **NONE**
- 14) **Accounts for Payment: RESOLVED:** to **APPROVE** the list of accounts for payment.
- 15) **Staff Matters/Personnel Sub Committee: DEFERRED** (lack of time to discuss in detail)

The meeting was extended by unanimous agreement and closed by the Chair at 9.10 pm