



FINANCE & GOVERNANCE COMMITTEE MEETING MONDAY 16th OCTOBER 2023 AT 6.30PM IN THE DAY CENTRE

Present: Councillors; P Hedges (Chair), K Greenberg, J Moseley and M Took.

In Attendance: D. Lines (Locum Town Clerk) and five members of the public.

No.75

- Welcome.** The Chair welcomed all to the meeting and advised that there would be no recording of the meeting
- Apologies.** Received from Cllrs. Cackett (other meeting) and Dunning (other commitments) and **APPROVED**. There were no DOI dispensation requests.
Declarations of Interest: Cllr. Greenberg re-declared his interest in Item 7 (Grants) as a trustee of the H & D Museum
- Minutes of the last meeting**
RESOLVED - to approve the minutes of the Finance & Governance Committee meeting held on Monday 18th September 2023 as a true record

With the Committee's agreement, Item 7 (Grants) was brought forward in the agenda.

Cllr. Greenberg left the Council Chamber during the presentation, discussion and decision of the H & D Museum application.

- Grant Awards:** To **EVALUATE** and **APPROVE** applications for HTC community grants
After reviewing and discussing their application with representatives of each of the organisations, the following grants were **APPROVED**. It was further **AGREED** to underwrite the application from Halesworth Town Juniors FC up to the sum of **£3,700** pending identification of other sources of potential funding for the Club.

Organisation	Grant sought
Halesworth & District Museum	£3,000
Halesworth Dementia Carers	£5,000
Halesworth in Bloom	£3,000
Halesworth INK Festival	£5,000

- Public Forum** – all members of the public had left the meeting at this stage
- Clerk's Report**
 - CONFIRMED** - the co-option of Mrs Gugue Sibanda to the Town Council (per HTC October meeting minute - Item 5).
 - APPROVED** - the creation of six .gov emails for use by office staff at an annual cost of £396 (including support)
- RFO Reports** (to follow)
 - NOTED** - the monthly report of income and expenditure against the budget
 - REVIEWED** CIL & Reserve balances
 - REVIEWED** - Budget lines. Any virements from unspent funds/reserves to regularise cost codes to be included in the annual budget process at the November meeting
 - AUTHORISED** – the accounts for payment attached to these minutes.
 - Initial draft of the F&G Committee's budget for 2024/25.**
INCOME – increase in interest income to be budgeted.
EXPENDITURE – Increase in training budget for staff & councillors / salaries subject to national pay scale increments / most other categories liable for inflationary increases / review of reserves requires detailed earmarking re significant future commitments (e.g. asset acquisitions)/ clarity and focus needed re committee responsibilities (e.g. Wayfinding).
- RESOLVED** - to exclude the Public, including the Press, from the meeting so that the following item containing exempt and confidential information) could be discussed and decided.
- WITHDRAWN** (pending further communication from Local Council Consultancy re the current locum contract)

The Chair closed the meeting at 8.25 pm



Halesworth Town Council

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Addendum

20 October 2023 (2023-2024)

Halesworth Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
185	Training	29/09/2023		1 Unity Trust Current		Training	Eventbrite	S	32.68	6.54	39.22
186	Other Reserves	29/09/2023		1 Unity Trust Current		climate change	Rachel Kellett	Z	75.00		75.00
187	Training	29/09/2023		6 Soldo Prepaid Accou		Training	Eventbrite	S	32.68	6.54	39.22
188	Payroll Services	02/10/2023		1 Unity Trust Current		Payroll Services	SALC	S	78.00	15.60	93.60
189	Bank Charges	30/09/2023		1 Unity Trust Current		Bank Charges	Unity Trust Bank	Z	26.85		26.85
190	General Expenses	29/09/2023		6 Soldo Prepaid Accou		Milk	CO -OP	Z	1.00		1.00
191	Website Costs	05/09/2023		6 Soldo Prepaid Accou		Website Hosting	Microsoft	Z	22.56		22.56
192	Office Equipment	11/09/2023		6 Soldo Prepaid Accou		Stationery	Amazon Services Europe	Z	323.98		323.98
193	Training	29/09/2023		6 Soldo Prepaid Accou		Training	Eventbrite	Z	19.99		19.99
194	Website Costs	02/10/2023		6 Soldo Prepaid Accou		Website Hosting	Google	Z	15.99		15.99
196	Marketing & Events (short te	06/10/2023		1 Unity Trust Current		Catering	Boarding House	X	999.35		999.35
197	Climate Convention	06/10/2023		1 Unity Trust Current		climate change	Rachel Kellett	Z	13.99		13.99
198	Climate Convention	06/10/2023		1 Unity Trust Current		climate change	Rachel Kellett	Z	26.47		26.47
199	Climate Convention	06/10/2023		1 Unity Trust Current		climate change	Rachel Kellett	S	28.23	5.65	33.88
200	Climate Convention	06/10/2023		1 Unity Trust Current		climate change	Rachel Kellett	X	100.00		100.00
201	Climate Convention	06/10/2023		1 Unity Trust Current		climate change	Rachel Kellett	Z	40.00		40.00
202	Climate Convention	11/10/2023		1 Unity Trust Current		climate change	Adnams	Z	303.87		303.87
203	Signage	13/10/2023		1 Unity Trust Current		contractor	Streetwise	S	3,850.00	770.00	4,620.00
204	Climate Convention	13/10/2023		1 Unity Trust Current		Advertising	Hetty's Little Copy Shop	X	317.20		317.20
205	Memorial Repairs	13/10/2023		1 Unity Trust Current		contractor	Spencer Wix	S	250.00	50.00	300.00
206	Allotments expenditure	13/10/2023		1 Unity Trust Current		contractor	Keith Hall Fencing	S	2,324.70	464.94	2,789.64
207	Town Park	13/10/2023		1 Unity Trust Current		Flagpole Maintenance	House Of Flags	S	430.00	86.00	516.00
208	Market	13/10/2023		1 Unity Trust Current		Market Clean	East Suffolk Council	S	174.99	35.00	209.99
209	Advertising & Promotion	13/10/2023		1 Unity Trust Current		Advertising	Micropress	S	50.00	10.00	60.00
210	Website Costs	06/10/2023		1 Unity Trust Current		Website Hosting	Google	Z	2.53		2.53
211	Other Reserves	10/10/2023		1 Unity Trust Current		Land Search	HM Land Registry	X	3.00		3.00
214	Pension Costs	02/10/2023		1 Unity Trust Current		Pension Contribution	SCC Pension Fund	Z	1,118.58		1,118.58
216	Bank Charges	05/10/2023		2 Barclays Current		Bank Charges	Barclays Bank	Z	8.50		8.50
217	Office Equipment	04/10/2023		6 Soldo Prepaid Accou		Milk	Co-operative	Z	3.30		3.30
218	Website Costs	05/10/2023		6 Soldo Prepaid Accou		Website Hosting	Microsoft	Z	22.56		22.56
Total									10,696.00	1,450.27	12,146.27

The list excludes staff payments (Salaries, PAYE and NI – including Employers NI contributions) of £6,041.88