



FINANCE & GOVERNANCE COMMITTEE MEETING

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

23.12.01

Present: Councillors Dunning, Greenberg, Moseley and Pattison, the Town Clerk and two members of the public.
Cllr. Hedges joined the meeting during Item 7

1. **Election of Chair** – In the absence of the Committee Chair and Vice-Chair, Cllr. Moseley was proposed, seconded and **APPROVED** as the Chair for the meeting. Cllr. Moseley welcomed all to the meeting and advised that there would be no recording of the meeting
2. **Apologies.** Received from Cllrs Hedges (part) and Took (other commitments) and **APPROVED**.
DOI dispensation requests - NONE.
Declarations of Interest – Cllr. Moseley (Item 3 – MG Member) and Cllr. Dunning (Item 7 – SCC Councillor)
3. **Minutes of the last meeting**
RESOLVED - to approve the minutes of the Finance & Governance Committee meeting held on Monday 20th November 2023 as a true record.
4. **Public Forum.** A member of the Trustees of the Millenium Green sought the Council's support for a celebratory event on February 24th, to celebrate 25 years of its existence. The Trustees were invited to contact Phillipa Salvoni, the Council's Town Marketing contractor, to assist in promoting the project.
5. **Clerk's Report**
 - a. **RATIFIED** – a contract extension for Streetwise, the Council's Wayfinding Consultant for up to 10 days, with a contingency of a further 10 days, with a maximum cost of £11,000 – it was noted that total project costs still remain well within the Wayfinding Budget.
 - b. **APPROVED** - the creation of 11 .gov emails for use by councillors at an annual cost of about £700 (including support), to be utilised early in the New Year.
6. **RFO Reports**
 - a. **NOTED** - the monthly report of income and expenditure against the budget
 - b. **REVIEWED** - CIL & Reserve balances
 - c. **REVIEW** of Budget lines and **CONSIDERATION** of any virements from unspent funds/reserves to regularise the current budget – **DEFERRED** pending 2024/25 budget considerations.
 - d. **AUTHORISED** - accounts for payment (to be settled subsequent to the meeting) per the appended list, with late items 310, 311, 313, 316 & 317 tabled at the meeting to ensure the meeting of statutory deadlines and prompt payment to small local businesses prior to the extended holiday season.
7. **Budget and Precept for FY 2024/25** – after lengthy consideration and partial amendment of the draft budget, it was **AGREED** that it should be distributed well in advance of the Town Council meeting on January 8th for all members to consider. Key proposals included the near complete utilisation of CIL (Community Infrastructure Levy) funds and of other grant funds for several major projects, the recruitment of an additional (junior) member of staff to support the staffing transition agreed at the Council meeting on October 2nd and an increase in the Precept to reflect the impact of inflation on the Council's ongoing costs. In addition, Earmarked Reserves were proposed for increase, both in number and allocations.

The Chair closed the meeting at 8.15 pm



Halesworth Town Council

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Addendum

20 December 2023 (2023-2024)

Halesworth Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
295 Website Costs	05/12/2023		1 Unity Trust Current		Website upgrade	Red Dune Ltd	S	150.00	30.00	180.00
296 Marketing & Events (short te	05/12/2023		1 Unity Trust Current		Marketing Coordinator fees	Phillipa Salvoni	Z	1,002.66		1,002.66
297 Advertising & Promotion	12/12/2023		1 Unity Trust Current		Advertising	Micropress	S	165.00	33.00	198.00
298 Advertising & Promotion	12/12/2023		1 Unity Trust Current		Advertising	Micropress	Z	455.00		455.00
299 London Rd (Gas & Electric)	12/12/2023		1 Unity Trust Current		Repair of electrics	Cawthorne Electrical	Z	380.00		380.00
300 Digital Marketing	12/12/2023		1 Unity Trust Current		Digital Marketing	xtrahead	Z	2,475.00		2,475.00
304 General Expenses	12/12/2023		1 Unity Trust Current		Credit	Soldo	Z	350.00		350.00
306 Website Costs	15/12/2023		1 Unity Trust Current		Email planning	Red Dune Ltd	S	684.00	136.80	820.80
307 Website Costs	15/12/2023		1 Unity Trust Current		Scribe Annual Subscription	Scribe	S	669.00	133.80	802.80
308 Stationery	15/12/2023		1 Unity Trust Current		Stationery	Viking	Z	261.13		261.13
310 Salaries, PAYE & NI	18/12/2023		1 Unity Trust Current		PAYE & NI	HMRC	Z	3,258.47		3,258.47
311 London Rd Imp. Reserves	18/12/2023		1 Unity Trust Current		Repair of electrics	Cawthorne Electrical	Z	706.00		706.00
313 Pension Costs	18/12/2023		1 Unity Trust Current		Pension Contribution	SCC Pension Fund	Z	1,546.15		1,546.15
316 London Rd Imp. Reserves	19/12/2023		1 Unity Trust Current		London Rd Building Improvem	Katherine Thistlethwayte	X	7,000.00		7,000.00
317 London Rd Imp. Reserves	19/12/2023		1 Unity Trust Current		London Rd Building Improvem	Colin Flaxman	X	2,890.00		2,890.00
Total								21,992.41	333.60	22,326.01