



FINANCE & GOVERNANCE COMMITTEE MEETING

MONDAY 18th MARCH AT 6.30PM IN THE COMMITTEE ROOM

24.03.01

Present: Councillors Hedges (Chair), Greenberg and Mosely, and the Town Clerk.

1. **Cllr. Hedges** welcomed all to the meeting and advised that there would be no recording of the meeting
2. **Apologies** - received from Cllrs. Dunning and Took (other commitments) and **APPROVED**.
DOI dispensation requests - NONE.
Declarations of Interest – NONE
3. **Minutes of the last meeting**
RESOLVED - to approve the minutes of the Committee’s meeting held on **Monday 19th February 2024** as a true and accurate record.
4. **Public Forum – None present**
5. **Clerk’s Report**
 - a. **RECEIVED** - the **Clerk’s Report**. All items completed or ongoing. A Grant Policy review will be added to the report for a future agenda item.
 - b. **SUPPORTED** – an initial proposal to introduce hybrid working arrangements (office/home) to widen the Council’s potential recruitment pool whilst enhancing public accessibility and to mitigate the increasing costs of childcare. A formal, more detailed proposal is to be provided.
 - c. **APPROVED** – a further extension to and contingency sum for the Streetwise Systems Wayfinding Management contract at a maximum cost of £11,000.
 - d. **RESOLVED** – not to provide a grant to Halesworth Tennis Club from the Council’s limited Grants Budget, but to offer support in pointing the Club to more likely sources of funding for its significant project.
 - e. **RESOLVED** - to accept the quotation for the Council’s imminent renewal of its insurance policy, setting that sum as a budget for alternative quotations. The Clerk, liaising with the Chair, to finalise the cover.
6. **RFO Reports**
 - a. **RECEIVED** - the summary of income and expenditure against the budget and a simple bank reconciliation.
 - b. **DEFERRED** until the FY end - CIL & Reserve balances
 - c. **APPROVED** – a virement of £15,000 from the 2024 London Road refurbishment budget to the MUGA budget.
 - d. **AUTHORISED** - the accounts for payment per the following list. Items 445/6/7 were approved as additions (contractual obligations) in light of the one-week delay to the Full Council meeting in April. **Cllrs Greenberg and Hedges to authorise.**

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
428	Professionals Fees	05/03/2024		1 Unity Trust Current		Asset Transfer	Birketts LLP	S	2,328.00	465.60	2,793.60
436	Office Equipment	11/03/2024		1 Unity Trust Current		Pat Testing	UK Safety Management	S	196.58	39.32	235.90
437	Office Equipment	11/03/2024		1 Unity Trust Current		Computer Equipment	Red Dune Ltd	S	190.81	38.16	228.97
442	Market Regeneration	12/03/2024		1 Unity Trust Current		Market regeneration	Suffolk Market Events	S	5,950.00	1,190.00	7,140.00
444	External Maintenance (subcont)	13/03/2024		1 Unity Trust Current		Maintenance	Parker Day Designs	Z	135.00		135.00
445	Wayfinding HW Project CIL	15/03/2024		1 Unity Trust Current		wayfinding	xtrahead	Z	1,475.00		1,475.00
446	Market	15/03/2024		1 Unity Trust Current		Market Rates	East Suffolk Council	Z	187.13		187.13
447	Pension Costs	15/03/2024		1 Unity Trust Current		Pension Contribution	SCC Pension Fund	X	1,546.15		1,546.15
Total									12,008.67	1,733.08	13,741.75

N.B. Staff salaries, etc. and ‘*de minimis*’ items (with a value of £100 plus VAT or less) are not included.

The Chair closed the meeting at 8.00 pm