



FINANCE & GOVERNANCE COMMITTEE MEETING MONDAY 21st OCTOBER AT 10.45 AM IN THE COMMITTEE ROOM

24.10.01

Present: Councillors Cackett, Fosdike and Moseley, the Town Clerk and five members of the public.

1. **Welcome - Cllr. Cackett** welcomed everyone and advised that there would be no recording of the meeting
2. **Apologies** - received from **Cllr. Dunning** (SCC commitment) and **Cllr. Took** (work), and **APPROVED**.
Declarations of Interest – NONE
DOI dispensation requests - NONE
3. **Minutes of the last meeting**
Subject to amending the draft minutes by removing the words “payable on award of contracts” from Item 6, it was **RESOLVED** to approve the minutes of the meeting held on **Monday 16th October 2024** as a true and accurate record.
4. **Public Forum – No questions**
With the Committee’s approval, the Chair brought forward Item 6 (Grants) so that applicants could speak in support of their applications and councillors could ask questions. Following that, the Committee went back into formal session to consider their response. (All members of the public left subsequently).
6. **Grants**
RESOLVED – to make the following grants.
INK - £5,000 (2025 INK Festival), with a recommendation to Full Council to increase the total to £10,000.
Halesworth Volunteers - £3,000 (Community Car Service)
The Cut - £3,000 (contribution to replacement of large skylight over Dance Studio)
Rifle Hall Trust - £3,000 (contribution to stone and timber repairs to entrance porch)
5. **Clerk’s Report**
 - a. **RECEIVED and NOTED - the Clerk’s Report**
Internal Audit Report – Draft Investment Strategy - further update pending. Other items completed/pending.
ESC Asset Transfer – No further progress of significance.
Recent Correspondence – professional services sought.
 - b. **APPROVED** - the Grant Policy, to include a ‘Completion Form’ (with delegated authority to the Clerk to make non-material amendments). Future applications to be supported by information on grants previously awarded.
7. **RFO Reports**
 - a. **NOTED** - A bank reconciliation. **DEFERRED** - Income and expenditure report.
 - b. **NOT PROVIDED** - CIL & Reserve balances.
 - c. **VIREMENTS** – None requested
 - d. **APPROVED** – the following large ticket invoices

Halesworth Town Council PAYMENTS LIST

22 October 2024 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
262	04/10/2024		1	Unity Trust Current	Community Hub Consultation -	CMS	S	9,950.00	1,990.00	11,940.00
263	04/10/2024		1	Unity Trust Current	Asset Transfer	Birketts LLP	S	1,635.00	327.00	1,962.00
268	10/10/2024		1	Unity Trust Current	Market regeneration	Suffolk Market Events	S	2,000.00	400.00	2,400.00
270	10/10/2024		1	Unity Trust Current	Grant	Halesworth & District Muse	Z	3,000.00		3,000.00
271	10/10/2024		1	Unity Trust Current	Grant	Citizens Advice Bureau	Z	1,000.00		1,000.00
272	10/10/2024		1	Unity Trust Current	Grant	Halesworth Events Managn	Z	5,000.00		5,000.00
Total								22,585.00	2,717.00	25,302.00

8. **NOTED** – the preliminary F&G and Personnel budget worksheets, most of which will be subject to inflationary and other increases. The creation of posts for a Marketing & Events officer and a Maintenance Operative, and an increase in the Grants Budget were significant proposals to be researched and included in the Draft 2025 Budget.
9. **Agenda items for the next meeting** – Draft Full Council 4-Year Budget / Reserves and Investment Policy, plus diversification proposals

The Chair closed the meeting at 1.00 pm.

Date of next meeting - November 18th at 6.30 pm