



HALESWORTH TOWN COUNCIL
FINANCE COMMITTEE MEETING
MONDAY APRIL 18TH, 2016 AT 6.30PM
HELD IN THE DAY CENTRE
LONDON ROAD, HALESWORTH

REPORT

Present: Councillors;

P Dutton, A Fleming, A Payne, S Leverett, M Took, P Widdowson

In Attendance: N Rees (Town Clerk) – no members of the public.

The Vice Chair, Cllr Took, chaired the meeting.

1. **Apologies:** Cllr A Baldwin, Cllr R Lewis, Cllr D Thomas
2. **Declarations of interest:** To receive declarations for pecuniary: Cllr Leverett for item 6 & 7b, Cllr P Dutton for 6 & 7b, Cllr A Fleming for item 6, 7b & 9 Pecuniary interest: Cllr M Took item 9.
3. **Minutes:** To receive and approve the report of the Finance Committee meeting held on the 21st March 2016. The minutes had been approved at the monthly meeting on the 4th April, 2016
4. **Matters arising from the minutes.** Cllr Dutton noted that the terms of the loan agreement with the HPFA was not on the agenda but the document had been circulated (received 18/04/16) for comments. Cllr Leverett wished to advise the Committee that it should seek advice from SALC or other bodies on the document. The Clerk reported that he had sent the document to SALC for advice but asked how the agreement would work once the new charity was formed. Cllr Dutton explained that all liabilities will be passed from the HPFA to the new charity.
5. **Media Screen in the Library:** There were no further updates, the Clerk had contacted the Chair of the Friends of Halesworth County Library to ask if they would contribute to the costs and was awaiting a reply.
6. **London Rd Building:** To consider any associated costs: Cllr Fleming explained that the business plan was proceeding but it was important to inform the public in a clear manner that the process would (if successful) result in Halesworth Town Council owning the building. There were no other organisations involved in the ownership of the building. This would be made clear in the Community News, probably in June and HVC and HDC would be kept fully informed. It was hoped that the decisions as to whether the London Rd Building would be accepted by WDC as a Community Asset would be known by the deadline of April 28th, 2016.

The Chair also reported that Brian Morton of the Morton Partnership together with an electrician, plumber and builder would be surveying the building on Wednesday 20th. These initial surveys would be conducted at no cost to the Council but would be very valuable for the Business Plan.

7. **Grants/Donations:**
 - a) Halesworth Arts Festival: £400. The committee considered the application and it was RESOLVED that the application for £400 was approved.
 - b) HPFA: £1,000. Cllr Dutton explained that HPFA were requesting help in paying for the insurance liability to cover the public using the playing fields for various recreational activities. Cllr Dutton explained that the Council were instrumental in setting up the HPFA originally and the charity considered it was reasonable to ask HTC for assistance on this matter. It was not known what the exact figure for insurance was at the time.

The committee considered the application and it was RESOLVED that the application for £1,000 was approved. Cllr Fleming and Cllr Dutton abstained.

8. **Maintenance:** To consider any maintenance issues. The Clerk explained that the padlocks used on the bollards outside the London Rd Building were very difficult for the Volunteer staff to operate. This could easily be resolved by using a different type of padlock and the Clerk had obtained prices for 3 suitable padlocks with 6 identical keys for a total of £38.50. It was noted that the existing padlocks were owned by WDC and although the committee agreed this would be sensible to change the locks it was RESOLVED that the Clerk should ask permission from WDC and at the same time see if they were willing to pay for the padlocks.
9. **Queen's Birthday Celebrations:** To consider any associated costs: Cllr Fleming had met with Jan Bundy and they had discussed options for moving the celebrations into the church if the weather was poor. It was noted that the Clerk had contacted the Museum and they were agreeable to the public using their toilet for the celebration at the station when the brass band arrived. The Clerk reported that he had obtained prices for 500m of cotton bunting in the Union Jack colours and the best so far was £1,180. It was agreed that plastic bunting would be cheaper but the Council wished to purchase bunting that could be used for many years. It was noted that SCC had a small budget for celebrating the Aviva Women's Cycle tour on the 15th June and the Clerk would contact them to see if they would contribute towards the cost of the bunting. The Clerk would also contact Pearce & Kemp to see what costs were involved with putting up the bunting.

The Clerk had contacted WDC to get permission to use the park and initially the form referred to a cost of £300. After contacting WDC again it was confirmed that this cost would be waived with the proviso that if Waveney Norse needed to clear up after the event this would be charged to the Council.

Cllr Fleming confirmed that there would be a Pimms Tent and an Ice Cream van, it was hoped to get a Jazz Band to play in the park. There were clearly costs associated with putting on the event and not all of these were known at this time. It was then RESOLVED that the Council would set aside a £2,000 budget for the event and due to the time restraints that the Queen's Birthday Celebrations Working Party would have devolved powers to authorise expenditure from this budget.

10. **Staff Matters:** To review the Assistant Clerk's Contract of Employment. The committee reviewed the contract and it was RESOLVED that under section 13, Notice to Terminate during probationary period, either party may terminate the contract of employment by giving one week's notice in writing with the amendment that the criteria for terminating would be as reasonably expected under Section 3 Duties.
11. **Accounts for Payment:** The following list of accounts were approved for payment

3714.	Anne Fleming – LRB Business Plan with CAS lunch	17.89
3715.	Waveney Norse – Market Clean Quarterly	175.00 + vat
3716.	Community News – Rat Notice	90.00 + vat
3717.	Data Protection Registration	35.00
3718.	Van dijk Payroll Services Quarterly	50.00 + vat

Bank & Cash Balances at 15th April, 2016

Current 728	£80,601.64
Community A/c	£5,268.10
Business Reserves 017	£92,208.12
Petty Cash	£102.48

The meeting was closed at 7.42pm.