



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 18th December, 2017 at 6.30pm**

FINANCE REPORT no. 20 (2017-18)

Present: Councillors;
P Dutton, R Lewis (Chair), M Took, D Wollweber, P Widdowson

In Attendance: N Rees (Town Clerk).

REPORT

- 1) **Apologies.** Cllrs; A Fleming, T Gardner, K Forster, S Leverett, D Thomas
- 2) **Declarations of Interest:** Non-pecuniary interests; Cllr D Wollweber for 8, Cllr Took for 5 & 9
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 20th November, 2017 was accepted as a true record.
- 4) **Matters arising from the minutes.** Cllr Took asked whether the matter of the Clerk's hours had been resolved, the Chair confirmed that this would be reviewed again at the start of the new financial year in April 2018.
- 5) **London Rd Building:** To consider any updates. Cllr Wollweber wished to review the London Rd Building running costs and to ask whether the Council could afford to take on the building. The Chair reported that the running costs were estimated at £17,000 per annum, the Council would need to consider the rent for all the current groups in the building even if this was funded in the form of a grant. The Clerk explained that WDC had confirmed that they would pay up to £1,200 in legal fees for the transfer but that all other matters were yet to be resolved. There was therefore not a new offer on the table for the Council to consider at present. The original offer of free maintenance up until March 2019 and the restrictions with regard to the covenant and overage clauses has not been amended and these matters were still under review by WDC.
- 6) **Finances:** The Committee received and noted the report on the current financial position.
- 7) **Budget Review:**
 - a. To review the current budget and to consider setting the budget for April 2018 – March 2019. It was agreed that an extra line would be added for Youth Development at £2,000. The Neighbourhood Plan budget would be reduced to £1,000 as there were other grants available and the Council already had £3,000 in reserves. An additional line would be added to allow for the relocation of the defibrillator as this would have to be moved once Lloyds was closed. The Council would need to consider a suitable location in the centre of town and the availability of power to the unit. Signage would be increased to £1,000.
 - b. The Committee received and noted the Council's reserves. It was agreed that the current reserves were at an acceptable level. Cllr Wollweber asked whether there was any better places for the Council to keep its reserves as Barclays were currently paying next to nothing in interest. It was agreed that the Clerk would

look at other alternatives such as Unity Trust who specialised in Charities and Parish Council accounts.

After reviewing the budget and reserves it was RESOLVED that the Committee recommended that the Precept is increased by 3% to £103,000 in line with inflation.

- 8) **Station building:** The Clerk drew attention to the accounts for payment were there were a number of expected additional costs for removals and storage.
- 9) **Free Parking:** To consider the costs of the free parking for the period April 2018 – March 2019 and to gauge responses so far from businesses and parish councils. The Clerk reported that the pledges so far amounted to £5,250 but there more contributions expected. Cllr Took also reported that she had heard back from a further 15 businesses who were willing to contribute. It was likely that the combined contributions would raise in the region of £9,000. The Clerk confirmed that the positive discussions with WDC had disappointingly not amounted to any further offers to reduce the costs of the free parking so far. The Clerk would chase the two WDC officers to see if anything could be resolved in line with the suggestions made at the meeting with them in November.
- 10) **Maintenance:** To consider any maintenance costs: The Committee approved the costs of fitting the posts and Simon Raven's new 'Welcome to Halesworth' tourist sign at the top of Station Road at £500.

Cherry Trees, Bedingfield Crescent, cost was £175 for the trees and Mr Perkins would plant them. Waveney Norse had confirmed that they would not object and could mow around the trees. This was an idea that had been put forward by Mr Perkins earlier in the year but the Committee were not entirely sure exactly where the trees would be positioned. It was agreed that the Clerk would try and obtain a plan of the tree positions, and the exact species of Cherry tree, and then the Clerk would write to consult with the neighbouring properties.

Grit Bin: Mill Hill Drive/Wisset Road junction. The Clerk reported that a lady, who did not reside in Mill Hill Drive, had been in contact requesting a grit bin as a replacement for one that had apparently been stolen from Wissett Road opposite the Mill Hill Drive junction. The situation was more complicated as none of the residents of Mill Hill Drive had actually requested a bin and it was the residents that would need to be in agreement to prepare the site and receive the delivery. The Clerk would find out from Highways whether there had ever been a grit bin in that location and whether it was necessary. It was noted that Wissett Road was on the gritting route and that the grit left by Highways was presumably for the purpose of gritting the junction of Mill Hill Drive.

Halesworth in Bloom: Application for s106 monies towards the planting of Rhododendrons in pots project along the Hooker Trail in the Town Park. The Committee approved the application for s106 monies which was due to expire on the 1st January 2018 for £487.

- 11) **Accounts for Payment:** The Committee approved the following list of accounts for payment.

3714.	Viking BT Phone (2 handsets) (LGA1972 s111)	44.99 + vat
3715.	Edgar Sewter School hire of hall for forum meetings LGA 1972 s133	156.00
3716.	Halesworth Museum CPC inv. 7627885) LGA 1972 s133 maintain public buildings.	32.79 + vat
3717.	John Wilson & Sons, collection and redelivery of Museum cabinets and equipment. (Cheque to John Fraser) LGA 1972 s133	960.00
3718.	Halesworth Museum CCTV system removed for damp works (Waveney Security Inv. 113564, £92.00 & Telephone re-cabling £32.79	92.00 +vat

<u>3719.</u>	Waveney Self Storage Ltd – Storage of museum cabinets etc LGA 1972 s133 maintain public buildings.	185.00
<u>3720.</u>	HMRC Payroll Liabilities (LGA1972 s112)	1894.98
<u>3721.</u>	WDC Lottery Licence (Gambling Act 2005, s 252, s 258)	20.00

DD/Standing Orders:

<u>3722.</u>	Barclays Bank – Bank Charges (LGA1972 s111)	20.45
---------------------	---	-------

Bank & Cash Balances at 18th December, 2017

Current 728	£118,411.24
Community A/c	£5,271.00
Business Reserves 017	£92,258.78
Petty Cash	£77.91

12) **Staff Matters:** The date for the Staff reviews would be circulated after Christmas.

The meeting was closed at 8.30pm