



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 29th January, 2018 at 6.30pm**

FINANCE REPORT no. 21 (2017-18)

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

In Attendance: N Rees (Town Clerk).

REPORT

- 1) **To appoint a Vice Chair:** Cllr Paul Widdowson was elected as Vice Chair of the Finance & Personnel Committee.
- 2) **Apologies:** Cllr A Fleming, Cllr S Leverett, Cllr D Thomas, Cllr K Forster.
- 3) **Declarations of Interest:** Non-pecuniary interests; Cllr D Wollweber for item 8h.

The Chair proposed and it was agreed that item 8 be considered before item 4 as Cllr Dutton had another meeting to attend. The report retains the original agenda order.

- 4) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 18th December, 2017 was accepted as a true record.
- 5) **Matters arising from the minutes.** There were no matters arising.
- 6) **London Rd Building:** The Committee received the feasibility study on the costs for running the London Rd Building, the Park and Toilets. There were several scenarios to consider with a range of different outcomes. The Committee decided that there was too much data to consider for this meeting. It was agreed that the Clerk would arrange a meeting for all the Councillors to discuss this in more detail.
- 7) **Finances:** The Committee received and noted the report on the current financial position. The Clerk drew attention to the current budget and the allowing for the grants awarded at this meeting the total spend was in the region £65,000 with two months remaining of this financial year.

Item 8 was considered out of sequence (before item 4) as noted above.

- 8) **Grant Applications:** To consider the following applications:-

Prior to considering the following grants and during the review process the Chair explained that the Council's grant budget for the current financial year was limited and would not be able to cover all the applications in full. It was explained to the applicants that some grant applications may need to be reduced in order to spread the budget over as many organisations as possible.

- a. Waveney Food Bank. Mr Les Fearn attended the meeting and explained the reasons for the grant application but had also provided the Committee with very detailed financial information and an explanation of the benefits of the scheme. The Committee noted that Waveney Food Bank had just taken over the

Halesworth area and appreciated that food box assistance for those in need would continue to grow during the year. Cllr Wollweber suggested that Waveney Food Bank approaches the Unappropriated Estates Charity for funding as their criteria for grants was an ideal match, provided it could be demonstrated that the money was spent exclusively on Halesworth residents. It was then RESOLVED that the Committee approved the grant for £300.

- b. Blayze'ing Star £500 - £1,000. The Clerk reported that Courtney Simsion-Walker was unable to attend the meeting as she was ill. The Committee decided that it would like to learn more about the charity and RESOLVED to defer the application until April. It was understood that the charity held a fund raising event in the summer at the Playing Fields and that hopefully the deferment to April would be earlier enough that the grant could be used for this purpose. The Clerk would write to explain the Committee's decision.
- c. Ink Festival £1,000. Mr John Bainer reported on the last Ink Festival and explained that this year the festival would be expanded to include a children's festival at the United Reform Church. The event was well attended and attracted visitors to the town. It was RESOLVED that the Committee approved a slightly reduced grant of £750.
- d. Halesworth in Bloom £3,800. Liz Wooster and Karen Austin presented HIB plans for the coming year. It was noted that HIB would not be entering the Anglia in Bloom awards in 2018 or the Green Flag awards. The decision had been made because both competitions involved a great deal of preparation work and were quite costly, £365 & £319 respectively just in entry fees. The group agreed to have a year out to regroup but there would be more emphasis on the HIB awards in the town in 2018 and many other projects that were underway. It was then RESOLVED that the Committee approved a grant of £3,000.
- e. Halesworth Volunteer Centre £2,500. Emma Healey presented HVC's plans for a new project called Drivers Plus, evolved from the voluntary car service. There was an increasing demand for a more complex service which would include assistance with shopping and other tasks. Emma Healey explained that finding other sources of funding for this particular type of service was very difficult. Cllr Wollweber again suggested that the Unappropriated Estates may be able to help as this application would also match the grant criteria of that charity. It was noted that a large proportion of the HVC car service directly benefitted Halesworth residents and so an application would be very likely to be successful. It was then RESOLVED that the Committee approved a grant of £2,000 and recommended that further funding be sought from the Unappropriated Estates charity.
- f. Friends of Halesworth County Library TBC £4,000. Alison Britton explained the purpose of the grant application which was essentially to replace some ageing furniture (tables and chairs) with good quality items that would last 20 years +. It was then RESOLVED that the Committee approved a grant for £3,000, this was in line with the last couple of years but less than the application.
- g. Suffolk Neighbourhood Watch £50. It was RESOLVED that as this request for donations was not specifically for Halesworth residents the Committee declined the request.
- h. Halesworth & District Museum £2,000. Brian Howard gave an explanation of the grant application. It was noted that the Museum, unlike many other organisations, had no other sources of income or funding. Although, as Mr Holmes explained, they were able to charge a small amount for researching family histories and this was becoming more popular. There were plans to bring the museum out in the town in the autumn and hopefully engage younger people who may not necessarily consider visiting the museum. It was then RESOLVED that the Committee approved a grant for £2,000.

- 9) **Approval of Statutory documents:** The Committee reviewed the following documents
- Financial Regulations; the current document approved in September 2016 did not require updating and was approved by the Committee.
 - Asset Register; the Committee received the updated Asset Register which now included phase 2 of the Play Equipment in the Town Park and the replacement bench on Saxon's Way and this was then approved by the Committee.
 - Risk Assessment. The Committee received the updated Risk assessment which now included the General Data Protection legislation and the recommendation that the Council appoints an out sourced data protection service. This document was then approved by the Committee.
- 10) **General Data Protection Regulations:** To consider the appointment of a Data Protection Officer and to consider any associated costs. It was noted that SALC had forwarded the DPO Centre's costs for out sourced data protection services but the first year's costs was in excess of £4,000. The Clerk reported that he had received an offer from the Local Council Advisory Service at £500 per annum. The Committee asked the Clerk to forward further details of the offer.
- 11) **Station building:** To receive any updates; it was noted that the damp proofing works were complete in the Museum and HACT office and redecorating and reinstating the electrics were currently in progress. The Mencap area would be dealt with in March/April.
- 12) **Free Parking:** To consider the costs of the free parking for the period April 2018 – March 2019. Cllr Goldson and Cllr Dutton were due to meet on Wednesday to discuss a possible reduction in the free parking costs
- 13) **Maintenance:** To consider any maintenance costs:
- The Clerk reported that Mustard had recommended that the Wordpress website for HTC was due for an update for security reasons and this had been offered at £60 (instead of £90) if undertaken with the annual hosting fees (£150). The Committee agreed to accept the update and hosting costs.
 - The Clerk recommended that the Council's computerised data be backed up to the Cloud on a regular basis rather than just on removable hard drives. This was to ensure that in the case of a fire the Council's data could be restored. Taking home the data on USB sticks had obvious security implications and the data could be corrupted or lost. The Clerk recommended a company (from research online) that provided the necessary software and space for the Council's data at £35 per annum per computer. The Committee decided to ask Cllr Wollweber to liaise with the Clerk to investigate this further.
- 14) **Youth Working:** To consider the costs for youth support services. It was agreed to discuss this item at a later date when the future of the Teen Shelter was resolved.
- 15) **Accounts for Payment:** The Committee approved the following list of accounts for payment.

3714.	Wave (NWG Business)– Saxon Allotment Water (6 months)	110.79
3715.	Wave (NWG Business)– Swan Lane Allotment Water (6 months) (Small Holdings and Allotment Act 1908 s23)	177.65
3716.	Waveney Self Storage re Museum (LGA 1972 s133 maintain public buildings)	185.00
3717.	Viking – Stationary supplies (LGA1972 s111) (Inv; 834600 & 879516)	57.66
3718.	Julian Brooks, Fit posts to new tourist sign in Station Road (LGA 1972 s144)	500.00
3719.	Vandijk Accountants –Quarterly Payroll Services (LGA1972 s112)	60.00
3720.	J Byrne, Locksmith, repair of Day Centre lock (LGA 1972 s133 maintain public buildings)	65.00
3721.	Waveney Norse, Saxon Hedge trim (Allotment Act 1908 s23)	90.00
3722.	The Little Copy Shop - A1 posters for Library presentation(LGA1972 s142)	42.00

3723. Trinity, damp proofing works Museum & HACT (50% balance) 1,740 +vat
Mencap order now scheduled for March (LGA 1972 s133).

DD/Standing Orders:

3724. EDF Energy – Market Place No 1 Electricity (Food Act 1984 s 50) DD adj. 1.47
3725. Barclays – Bank Charges 16.46
3726. Wave (NWG Business)– Bedingfield Allotment Water (6 months) 28.62
(Small Holdings and Allotment Act 1908 s23)

Bank & Cash Balances at 26th January, 2018

Current 728	£115,559.00
Community A/c	£5,271.00
Business Reserves 017	£92,258.78
Petty Cash	£77.91

- 16) **Staff Matters:** To consider the staff reviews and any recommendations for the Annual pay review. This item was held *in camera*. The Clerk left the room and the Committee discussed its recommendations to take to the full Council in February.

The meeting was closed at 8.53pm