



**HALESWORTH  
TOWN COUNCIL**  
**FINANCE & PERSONNEL COMMITTEE MEETING**  
**MONDAY 20<sup>th</sup> JUNE, 2016 at 6.40pm**

**REPORT**

**Present:** Councillors;

A Baldwin, A Fleming, R Lewis, S Leverett, D Thomas, M Took, P Widdowson, D Wollweber

**In Attendance:** N Rees (Town Clerk) 6 members of the public

- 1) **Apologies:** All present
- 2) **Declarations of Interest:** To receive declarations for non-pecuniary interests; Cllr A Fleming for 5 & 7a, Cllr S Leverett for 5, 6, 7a & 7b, Cllr A Baldwin for 5 & 7, Cllr D Wollweber for item 5, Cllr M Took for items 5 & 6, Cllr P Widdowson for 5 and any reference to the parishes where he is the Clerk, Cllr D Thomas for 5, 6, 7a & 7b, Cllr R Lewis for 5, 6 & 7a.
- 3) **Minutes:** The report of the Finance Committee meeting held on the 23<sup>rd</sup> May, 2016 was accepted as a true record with the amendment to add Mr Kevin Vail's surname to item 6a
- 4) **Matters arising from the minutes.** There were no matters arising other than confirmation that there were additional costs involved with the Queen's birthday celebrations.
- 5) **Parking:** To consider any costs. It was agreed that the resolution made at the Extraordinary meeting held just prior to the Finance meeting was incomplete as the finer details and the timing of the reinstatement of the free one hour parking in the Thoroughfare car park had not been confirmed by WDC. It was agreed that the Clerk would write to chase WDC. Cllr Fleming reported that the traders were organising a photo shoot for the Halesworth Community News, the Clerk had requested that the editorial was delayed until HTC could announce when the free parking would commence. It was agreed that the Clerk would invite representatives from WDC, Local businesses, District Cllrs and HTC to a photo shoot to celebrate the return of the free parking, this would be in early July ready for the August edition. It was also agreed once the details and date is known a press statement will be released to the Lowestoft Journal and the East Anglian Daily Times.
- 6) **London Rd Building:** To consider any associated costs. The Clerk reported that he had received an unofficial offer from WDC that if HTC signs the Licence agreement then WDC would pay the business rates for HTC's offices. The Clerk confirmed that WDC had stated that the Licence was in the interests of both parties. The Committee once again confirmed that that; 1) The Committee felt that a licence or lease agreement was not necessary as HTC had occupied the offices rate free for many years and 2) A lease agreement would be preferable to a Licence as it afforded more protection to the tenant. The Clerk confirmed that WDC had stated that they would consider a Lease agreement but would expect HTC to produce the document. It was agreed that the Clerk should investigate some lease templates.
- 7) **Grants & Donations:**
  - a. To consider the application for a grant from Campus Ltd deferred from the previous month's meeting pending further financial information. The Clerk confirmed that he had not received any financial information and it was agreed that the application could not be considered until a set of up to date accounts was received. RESOLVED that the Clerk writes to Campus Ltd requesting the

information again and confirming it will be considered at a later meeting when the information is available.

- b. To consider the grant application from Halesworth Events Management: Teresa Walsh, Chair of Halesworth Events Management explained that every year some festive motifs which are returned to the supplier in good condition are available for a short time to purchase and HEM wished to take advantage of this offer as it had proved very successful last year. The committee agreed that the motifs had been a great success and it was RESOLVED that the grant application for £3,000 was approved.

8) **Financial Position:** To review the current position. The Clerk produced a report showing the monthly movements in expenditure against the agreed budget figures. The Chair requested that the report showed all the individual items against the budget in future rather than just the main headings. The Clerk would update the information and the report would then be circulated to all members.

9) **Maintenance:** To consider any maintenance costs.

- a. Refurbishment of Tourist information board opposite the Angel Hotel. The Clerk confirmed that Halesworth in Bloom had arranged for some overlay designs for the tourist information board opposite the Angel Hotel. The existing boards were in very poor condition and did need refurbishment. The Council had not been informed that HIB had planned to refurbish them and it did not know exactly what the designs were. It was agreed that the businesses should be involved with these tourist information points. There were in fact 5 in the town and may all require refurbishment. It was RESOLVED that the Clerk would obtain the proposed designs from EPS Transfers for the Tourist board opposite the Angel Hotel, ordered by HIB, and circulate them to the Council.
- b. Repainting woodwork on Halesworth Station Building. The Clerk explained that a company from Ilford (SEE Contractors) had visited the station and expressed a keen interest in pricing the work but had since failed to produce a quotation despite numerous calls and emails. The Clerk was requesting that the Committee consider employing a local contractor. It was noted that the onerous Health & Safety conditions, designed for working on the railways, was completely inappropriate for painting a few windows and door frames. The Chair was concerned that a local company would not comply with these conditions and therefore the Council may be liable for any claims should an accident occur. It was thought that all contractors would hold insurance but it was not known whether this would cover any incident. At a suggestion by a member of the public the Clerk would contact Kier Group who may be able to offer a price as they have worked on the railways in the past and may be familiar with their H&S conditions.
- c. Costs for adding 'Best Small Town Gold Award' sign approximately £40 each for to the Halesworth Signs on Holton Rd and Bramfield Rd. RESOLVED that the Committee approved the costs for the signs.
- d. Cleaning the Thoroughfare of weeds. The Clerk was awaiting costs from Waveney Norse.
- e. Pressure washing the War Memorial. The Clerk confirmed that he had gratefully received contact information from Mrs Janet Huckle for H L Purfitt who specialised in cleaning and repairing war memorials. The Assistant Clerk had since contacted them and they would be supplying a quotation shortly.

10) **Accounts for Payment:** The following list of accounts for payment was approved for payment.

**Accounts for payment:**

<b>3714.</b>	Anne Fleming (Copy shop £70.50, Stationers £3.15, Coop £16)	89.65
<b>3715.</b>	Anne Fleming (Queen's Birthday Cake)	55.00
<b>3716.</b>	Pearce & Kemp – Bunting installation	75.00 + vat
<b>3717.</b>	Viking – Stationary & Stamps	84.09
<b>3718.</b>	Campus CIL Payments	241.00
<b>3719.</b>	Mustard Creative	150.00 + vat
<b>3720.</b>	K P Firman – Duck sign installation	48.78
<b>3721.</b>	Parranis's – Queen's birthday	105 + vat

**Bank & Cash Balances at 23<sup>rd</sup> May, 2016**

Current 728	£129,882.04
Community A/c	£5,268.10
Business Reserves 017	£92,208.12

The meeting was closed at 7.25pm