



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 18th JUNE, 2018 at 6.30pm

FINANCE REPORT no. 26 (2018-19)

Present: Councillors;

T Allen, A Fleming, R Lewis (Chair), K Prime, M Took, P Widdowson.

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

REPORT

- 1) **Apologies:** Cllrs; S Leverett, D Thomas, P Dutton, D Wollweber
- 2) **Declarations of Interest:** There were no declarations of interest.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 21st May, 2018 was accepted as a true record with the amendment that Cllr P Widdowson was present at the meeting.
- 4) **Matters arising from the minutes.** There were no matters arising.
- 5) **Fire in the Town:** To consider appropriate measures and recommendations for the Council. It was agreed that the Council were not able to help individuals financially but an application could be made to the United Charities provided the individual(s) were residing in the town.
- 6) **Armistice Day:** To consider any costs relating to arrangements for the 100th anniversary of Armistice Day on the 11th November, 2018. There were no costs to report but Cllr Fleming would investigate
- 7) **Finances:** The Committee received and noted the monthly report of expenditure against the budget. The Clerk pointed out that Screen Suffolk had paid £300 as a contribution for the filming in the Thoroughfare and the Committee needed to decide what to do with it. It was agreed that there was no particular hurry to make a decision and the Chair asked the members to consider ideas and bring them back for a later meeting. Cllr Allen felt that the contribution was not sufficient considering that this was a major production. Several businesses had indicated that their takings had been affected by the closure of the car park and Halesworth in Bloom had suffered some inconvenience and additional work that they would not have otherwise needed to undertake. Cllr Allen advised that he intended to bring this matter to the next Council meeting and to question whether Screen Suffolk were a County Council organisation and if so had they acted in the best interests of the town or the film company. In the meantime the Clerk would ask WDC what recompense had been paid to them by the company for the use of the car park, although it was noted that the other car parks had been free on the two days of filming.

The Clerk reported that Janet Huckle had taken a series of photographs of the back of Mansion House (Pinkys/Hunk Dory) in 2017 which may prove very useful when the building is reconstructed. It was not known at this early stage who might be interested in a copy of the photographs but the Committee members would note they were available if required.

- 8) **Neighbourhood Plan Steering Group:** To consider any costs associated with appointing a new secretary. It was noted that the Council had provided a £1,040 budget for the Working Group for this year. The Group had previously had a volunteer for this role but unfortunately they were unwilling to continue and there were no other members of the group willing to take on the role. The Chair, Cllr Keith Greenberg had discussed the prospect of the Assistant Clerk providing the service outside of her normal hours and this had been agreed in principle, subject to the Finance Committee approval of the costs. It was then RESOLVED that the Committee approved a 3 month period for the Assistant Clerk to provide a secretarial role for the NPSG at her current hourly rate. The Assistant Clerk would record her time but it was estimated that this would be no more than 5 hours per month (approx. £150 over the 3 month period). It would then be reviewed after 3 months to see what the workload was and whether any changes in the Council's other Committees had taken place that may affect whether the arrangement continued.
- 9) **Youth Workers.** Update on the detached Youth Workers costs. The Clerk reported that Eric Sewell had produced a series of monthly reports which it was agreed would be circulated to the Council. Mr Sewell had recommended that the Council reviews his contract for youth services on a two monthly basis, rather than a block of 6 months which had been the original intention. This would ensure that the Council could regularly review its effectiveness. It was agreed that the reports would be circulated and the Council would consider engaging the services for another two months at the next monthly meeting in July. Mr Sewell would be invited to attend the meeting.

The matter of CCTV was raised again and the Clerk reported that he had a full set of costs for the CCTV throughout the town and the park which included a separate figure for the Arboretum, which had been the scene of some recent disturbances. The Committee, mindful that CCTV may not be popular for many residents and concerns as whether this may be seen as criminalising a certain element of the population, agreed to take this to the next forum meeting to get some feedback from the residents.

- 10) **Maintenance:** To consider any maintenance costs: It was noted that another pane of Perspex had been broken at the Jubilee Bus Shelter. The Clerk would order a replacement.
- 11) **Accounts for Payment:** There were no accounts for payment.
- 12) **News Items:** To consider any items for the website/newsletters. It was agreed that the Clerks would use Facebook, Newsletters, Newspapers and others means to advise residents about the restrictions on parking in the Thoroughfare after Cllr Took had reported that a resident had received a parking ticket for not displaying the correct ticket and badge in the disabled bays. It was also noted that some residents were unaware that the short stay side of the car park had a 2 hour restriction, i.e. residents could get a parking ticket for attempting to stay longer than 2 hours even if they had paid for a longer period. It was noted that the ticket machines would allow payment of over 2 hours and this was therefore confusing to residents who had not read the Notice by the ticket machine.

The meeting was closed at 7.10pm