



HALESWORTH TOWN COUNCIL

FINANCE & PERSONNEL COMMITTEE MEETING **MONDAY 21st MAY, 2018 at 6.30pm**

FINANCE REPORT no. 25 (2018-19)

Present: Councillors;

A Fleming, P Dutton, R Lewis (Chair), K Forster, S Leverett, K Prime, D Thomas, p Widdowson, D Wollweber.

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

REPORT

- 1) **Election of Chair:** It was RESOLVED that Cllr Rosemary Lewis was elected as chair. Election of Vice Chair: It was RESOLVED that Cllr Paul Widdowson was elected as Vice Chair.
- 2) **Apologies:** Cllrs; T Allen and M Took.
- 3) **Declarations of Interest:** Non-pecuniary interests; Cllr Prime for 8b and Cllr D Wollweber for 9.
- 4) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 23rd April, 2018 was accepted as a true record with the amendment that Cllr S Leverett declared a non-pecuniary interest in items 7f and 7g.
- 5) **Matters arising from the minutes.** It was noted that the Clerk had received an apology from the applicant for not being able to attend the previous meeting regarding the grant application for Balyze'ing Star. Cllr Thomas reported that the funding raising event on Sunday at the Playing Fields for this charity had been a great success with around 1,000 people attending.
- 6) **London Rd Building:** To consider any updates. Cllr Lewis and Cllr Dutton had attended a recent meeting with senior representatives for WDC's Planning Policy team. The WDC team had expressed support for the community provision at Badger Building's Dairy Farm site. This would, with the necessary CIL funding and other sources, potentially provide Halesworth with a purpose built Community Centre and Pre-School facility. Although the Committee generally agreed that this would be a preferable outcome for the town as opposed to taking on the London Rd Building, which it was noted had some Conservation Area restrictions and was in need of considerable refurbishment, Cllr Thomas and Cllr Leverett expressed scepticism as to whether WDC's other departments would agree and support the proposal and how the necessary funding could be raised. Cllr Thomas also expressed frustration that this option was not offered during the long negotiations with WDC over the London Rd Building. The Clerk reported that the site had previously had a community provision in the old WDC Local Plan but it had been up for sale for several years. Badger Building had only recently acquired the site and they had indicated that they intended to start developing the site next year, this had triggered the question of whether the community provision would still be applicable. Cllr Dutton reported that the Developer may try and negotiate a way out of providing the land for community use in favour of additional houses, however if the Planning Policy Team and the Government Inspector were supportive of a new community building then this should

secure the land for the town. It was noted that all the current users of the London Rd Building could be transferred to the new building when it was built but this could be several years away. It was agreed that the Clerk would in the meantime try to establish what level of CIL money WDC would have available for the project.

7) Audit:

- a. To review the Internal Audit report and to approve its effectiveness. The Chair congratulated the Clerk on a successful internal audit. The internal auditor had noted that the End of Year accounts had been extremely well presented and that all the appropriate actions had been taken from last year's recommendations. The Clerk reported that there were some further recommendations that SALC had suggested in this year's report and these would be implemented during the course of the year. The Committee were satisfied that the audit conducted by SALC was an effective review of the Council's accounts and procedures.
- b. To review section 1 (Annual Governance Statement) of the audit submission for 2017 – 2018 to PKF LittleJohn LLP Accountants. The Committee approved section 1 for consideration at the next monthly meeting.
- c. To review section 2 (Accounting Statements) of the audit submission for 2017 – 2018 to PKF LittleJohn LLP Accountants. The Committee approved section 2 for consideration at the next monthly meeting.
- d. To consider SALC's proposed internal control statement and to appoint a Cllr to undertake the checks on a quarterly basis. It was noted that SALC recommended that a Councillor is nominated for reviewing the internal controls but they should not be a cheque signatory. It was then RESOLVED that Cllr Dutton would be the nominated Councillor. The Clerk had originally proposed that the document provided by SALC could be reduced as it duplicated many actions that would normally be undertaken during the year, however on reflection he suggested that it would be worthwhile leaving the document unchanged as it would provide another check that all the statutory actions had been completed.

8) Finances:

- a. To receive a rolling report of expenditure against the budget. The Committee received and noted the report and understood that the Clerk would produce this report for each Finance Committee meeting during the year.
- b. To review the Free parking Contributions update and to consider authorising a new parking contributions honours board for 2018 – 2019. The Clerk reported that the Council had so far received £8,745 in contributions from businesses, parish councils and members of the public. The Clerk reported that he had not received a price for the new honours board for 2018/19 as yet but it should be considerably cheaper than last year as the posts were already in place.

9) **Station building:** To consider any updates. It was noted that the damp proofing and refurbishment work to the Museum and HACT office was now complete.

10) **Youth Workers.** Update on Detached Youth Workers. It was noted that there had been no recent reports of disturbances in the Arboretum. The Committee felt it was important to engage the services of outreach youth workers over a period of about 6 months leading up to and after the reinstallation of the Teen Shelter. It was agreed that the Clerk would speak to Eric Sewell to check availability. The Costs were £60 per 3 hour session.

11) **Maintenance:** To consider any maintenance costs: There were no maintenance issues to consider.

12) **Accounts for Payment:** Cllr Wollweber suggested that alternative phone and broadband suppliers may be offering better prices. The Clerk was concerned at losing any internet or phone connection during any transfer of services and that BT usually offered a better service for dealing with line and connection problems but he would investigate other

phone and broadband options and report back. The following list of accounts were approved for payment.

3714.	Viking – Stationary (LGA1972 s111)	113.10 + vat
3715.	Viking – Stationary (LGA1972 s111)	7.37 + vat
3716.	Community News - (LGA1972 s142)	60.00 + vat
3717.	SALC – Clerk’s Information Book (LGA1972 s143)	19.99
3718.	PDF Editor – N Rees (LGA1972 s111)	41.11
3719.	Chris Calver Photography, gift for Bouchain (Twinning), (LGA 1972 s137), (Chair’s Allowance).	65.00

DD/Standing Orders:

3720.	BT Phone & Broadband (LGA1972 s111)	186.79 + vat
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Bank & Cash Balances at 16th May, 2018

Current 728	£132,724.40
Community A/c	£5,273.63
Business Reserves 017	£92,304.78
Petty Cash	£52.38

The meeting was closed at 7.30pm