



# HALESWORTH TOWN COUNCIL

## FINANCE & PERSONNEL COMMITTEE MEETING MONDAY 17<sup>th</sup> September, 2018 at 6.00pm

### FINANCE REPORT no. 28 (2018-19)

**Present:** Councillors;

P Dutton, A Fleming, R Lewis (Chair), K Prime, D Thomas, M Took, P Widdowson, D Wollweber.

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

### REPORT

- 1) **Apologies:** Cllr S Leverett, T Allen.
- 2) **Declarations of Interest:** None received.
- 3) **Minutes:** The report of the Finance & Personnel Committee meeting held on the 16<sup>th</sup> July, 2018 was accepted as a true record.
- 4) **Matters arising from the minutes:** The Clerk confirmed that he had not investigated the pension options as yet but would try to bring something to the next meeting.
- 5) **Finances: The Committee:** The Committee received and noted the monthly report of expenditure against the budget. It was noted that there were two separate lines for meeting expenses and the Clerk would amalgamate the two to avoid confusion.

It was noted that GAPPA had agreed to spend the final amount (£27.45) on a feature in the Community News thanking everyone involved and those who had contributed together with a photo of the completed project. The Community News had offered to pay the additional costs over and above the £27.45.

- 6) **Remembrance Sunday:** To consider any costs. Cllr Fleming reported that the proposal was to have 60 large poppies in various locations along the route of the procession. The costs was estimated at around £350. It was not clear whether the Royal British Legion would pay or whether they would be applying for funding from the Council. This would be confirmed after Cllr Fleming and Cllr Wollweber had met with the RBL Chairman.

The 6ft 'Tommy' Silhouette had been ordered and it was agreed that this would be positioned in the Arboretum. The exact position would be determined once it had been delivered.

- 7) **Cash deposits:** To consider the Clerk's proposals for reducing cash deposits and cheque payments. The Committee agreed with the Clerk's proposals for obtaining market rents via bank transfer. The Clerk would offer options to the Market traders for annual or quarterly payments and report back.

The Committee were interested in the possibly of setting up online payments using a dual authorisation system but needed further information. The Clerk would contact Barclays and report back at the next meeting.

On the subject of the Barclay Bank closing in Halesworth it was RESOLVED that the Clerk would contact the Co-op to ask if they would consider putting in an external cash point.

- 8) **External Audit:** To receive the external auditor’s completed report and certificate from PKF Littlejohn LLP. The Committee received and noted the external auditor’s report and congratulated the Clerk on a successful audit.
- 9) **News Items:** To consider any items for the website/newsletters. The Clerk’s office would put a preliminary notification about the arrangements for Armistice Day with further details to follow. The Clerk’s office would promote the forth coming cup football match once Cllr Thomas had sent further details.
- 10) **Maintenance:** To consider any maintenance costs: Town Sign refurbishment. The Clerk asked if anyone had ideas for who might be able to refurbish the Town Sign opposite the Angel. Cllr Took put forward a couple of names and the Clerk would contact them to obtain a quotation.
- 11) **Correspondence:** Bench on Holton Road/Castle Hill. The Clerk reported that the suggestion to move the bench had been relayed to Waveney Norse and the cost was estimated at £98.50, provided the legs could be broken out of the concrete. The Committee agreed that the bench would be better positioned further back from the roadside, nearer the trees on the green as suggested by a resident. It was RESOLVED that the Committee approved the cost of moving the bench.
- 12) **Staff Matters:** To approve the additional hours for the assistant clerk’s secretarial duties for the Neighbourhood Plan Steering Group. It was noted that the Neighbourhood Plan would have a budget to cover the costs, a grant from WDC and further grant sources to fund this work. The Assistant Clerk’s hours were 5 hrs in July, 5 hours in August but September may be more due to having two meetings. It was noted that the TDC Committee was now dissolved and this would free up some time for the Assistant Clerk but this was not related to the time and costs for her work with the Neighbourhood Plan Steering Group which would have to be accounted for separately.
- 13) **Accounts for Payment:** The following list of accounts for payment were approved:-
 

<b><u>4189.</u></b>	Remembered – 6ft Aluminium Tommy memorial War Memorials (Local Authorities Powers) Act 1923 s1 & 1936 s1.33)	646.92 + vat
<b><u>4190.</u></b>	Abellio Anglia – RPI increase to Station Building Rent (LGA 1972 s133)	25.52 + vat
<b><u>4191.</u></b>	EPS Transfers Defibrillator Signs (LGA1972 s144)	95.00 + vat
<b><u>4192.</u></b>	Waveney Norse – Picnic Bench and Tree (From Gappa Reserves) LG (Misc.Provisions) Act 1976 s.19	930.00 + vat
<b><u>4193.</u></b>	PKF Littlejohn LLP – External Audit (LGA1972 s111)	400.00 + vat
<b><u>4194.</u></b>	Community News – Advert for Forum meeting (LGA1972 s142)	120.00 + vat
<b><u>4195.</u></b>	Ambulance Service Defibrillator battery and pads (LGA 1972 s137)	248.00 + vat
<b><u>4196.</u></b>	Densons Jewellers – repairing Mayor’s chain (LGA 1972 s111)	97.50
<b><u>4197.</u></b>	Waveney District Council – Contribution towards advert Market Place open for business (LGA 1972 s144)	400.00

**Bank & Cash Balances at 12th September, 2018**

Current 728	£104,348.33	
Community A/c	£5,278.89	
Business Reserves 017	£92,396.86	
Petty Cash (13/07/18)	£84.57	

The meeting was closed at 7.05pm