



HALESWORTH TOWN COUNCIL
FINANCE COMMITTEE MEETING
MONDAY SEPTEMBER 21ST, 2015 AT 6.15PM
HELD IN THE DAY CENTRE
LONDON ROAD, HALESWORTH

REPORT

Present: Cllrs; A Baldwin, P Dutton, A Fleming, R Lewis (Chair), D Thomas, M Took, S Leverett (invited to observe only)

In attendance: N. Rees (Clerk), one member of the public.

- 1) **Apologies:** Cllr P Widdowson had other work commitments and Cllr J Wagner for reasons accepted by the Clerk but not revealed to the Committee.
- 2) **Declarations of Interest:** To receive declarations for pecuniary and non-pecuniary interests and to receive any requests for dispensation: None received
- 3) **Minutes:** The report of the Finance Committee meeting held on the 20th July 2015 attached, approved at the monthly meeting on the 7th September was received and noted.
- 4) **Financial Regulations:** To review any amendments to the Financial Regulations: Cllr P Dutton reported that he had found the task of updating the regulations challenging and was not sure he was sufficiently experienced to know how it should be amended. As the Committee now had delegated powers there was a lot of text that was irrelevant. It had also been very difficult to arrange a date for a meeting with Cllr Thomas and Cllr Widdowson to review the documents. Cllr Leverett advised that it was important to ensure the regulations complied with the audit requirements. It was noted that there may be a template that the Council could use and the Clerk would speak to SALC and investigate further.
- 5) **Grant Application forms and Policies:** To review any amendments to the current documentation and policies: There were no amendments for the Committee to review at this stage.
- 6) **Market Trading:** To review the rent: After the Clerk reported that he had discovered similar rent figures from Beccles and Framlingham Councils, it was agreed to keep the rent the same at £10 per foot.
- 7) **Teen Shelter:** To consider refurbishment options and costs: Cllr Fleming had contacted the original contractor, who had offered a graffiti resistant paint finish for the Teen Shelter but he had advised that he would need to re-quote again as it was some time ago. The finish would mean that any graffiti could be wiped off and the surface had a life expectancy of 12 years. It was noted that it was very difficult to find anyone else to offer a comparable product. It was agreed that the Clerk would contact the Contractor and get a revised quote and confirmation of the colour and finishes.
- 8) **Speed Sign Brackets:** To consider the purchase of two or four sets of brackets @ £80 per pair. It was explained that these brackets could stay in place on the posts and this would enable one person to install the VAS (vehicle activated speed) signs rather than needing two persons. It was agreed to purchase an additional pair of brackets @ £80 per pair.
- 9) **Financial Position:** To receive the current bank balances and summary of accounts: The Committee received and noted the following:-

Current 728: £47,637.74, Community Account: £5,266.78, Reserves 017: £92,185.14

It was noted that the Community Account had originally been set up to enable small payments to be made for Community Projects without affecting the Precept. It was noted again by the Clerk that the Reserve account should be looked at as the Government only guaranteed up to £85,000 (if the bank ceased trading). It was agreed to look at other banking options and to refer to SALC for further advice.

10) **Accounts for Payment:** To consider the list of accounts for payment

- a. To consider the list of accounts for payment: It was agreed to pay the following invoices:-

Community News	38.00 + vat
Viking	72.75 + vat

- b. To consider setting up a Direct Debit agreement to Anglian Water: It was agreed to set up a direct debit agreement and this was signed by two bank signatories.

11) **Staff Matters:** To consider any matters relating to personnel.

- a. To consider investigating options for an assistant with IT/Computer skills to help the Clerk with updating and maintaining the website and other administration duties. The Clerk explained that this was more of an admin role and didn't require specialist website skills. The website was currently hosted by Spark Media and there was limited access to the core program. What was needed was someone with some creative flair to reenergise the site and keep it up to date. It was agreed to refer this to the next Town Development Committee.
- b. To consider investigating options for a Handyman/general maintenance person for the town. It was noted that a walkabout with Waveney Norse was already scheduled for the 22nd September and this may reveal the quantity of areas that were not either WDC or SCC responsibility. It was agreed to defer this until October.
- c. To consider the options and compliance for staff pensions ahead of the automatic enrolment date of March 2016. This item was originally posted as *in camera* but the Clerk confirmed that there was no sensitive information to be discussed, this was only public information on the auto enrolment, which affected all businesses and public bodies. The Clerk had provided Committee members with the minimum contributions and the Committee would then need to consider and agree the contributions well before the staging date (staging date confirmed as March 2016). It was noted that the process was in hand and the Chair and Clerk would provide more information in due course.

The meeting was closed at 7pm