

**MINUTES of the EXTRAORDINARY Meeting of the Finance & General Purposes
 Committee**

held at
The Guildhall, Church Street, Harwich
on Friday 23rd January 2015 at 12.00 Midday

Present: Cllrs Brown, Calver, Morrison, Nicholson and C Powell
In the Chair: Councillor Day
Clerk: Mrs Lucy Ballard
Also present: 0 members of the public, 0 members of the press and Estates
 Supervisor

Public Question Time:
 None

F108/14	<u>APOLOGIES FOR ABSENCE</u> Cllrs I Henderson, J Henderson, Thompson and Todd
F109/14	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
F110/14	<u>OFFICE FURNITURE</u> Members discussed cost options for the purchase new desks, pedestals, filing cabinets and storage cupboards for the Main Clerks' Office. RESOLVED: To purchase 2x desks; 4x pedestals, 2x filing cabinets and 2x storage cupboards from Waterfront Warehouse at a cost of £1413 + VAT to be expended from the Disabled Access and Guildhall Improvements Earmarked Fund.
F0111/14	<u>CLERKS' OFFICE FLOORING</u> Members discussed the requirement for new flooring in the main ground floor office having received a quotation from the same contractor who recently fitted the 2 nd office and Archive Centre flooring. RESOLVED: To contract G&M Flooring at a cost of £1107.05 +VAT to be expended from the Disabled Access and Guildhall Improvements Earmarked Fund.
F112/14	<u>ELECTRICAL WORKS IN THE SECOND OFFICE</u> Members discussed the need to install additional electrical sockets in the newly refurbished second office to accommodate two work stations and additional electrical equipment. RESOLVED: To contract B&B Electrical to carry out the works at a cost of £220 to be expended from the Disabled Access and Guildhall

	Improvements Earmarked Fund.
F113/14	<p><u>NEW LAPTOP</u> Members considered the requirement to purchase a new laptop, to replace the existing one which is several years old and also to act as a 2nd PC in the second office.</p> <p>RESOLVED: To purchase an ACER Aspire V3-572 15.6” as the preferred model, and accessories, at a cost of no more than £750 to be expended from the ITC budget. Final choice of model to be delegated to the Clerk and Chair of F&GP.</p>
F114/14	<p><u>NEW FRIDGE</u> Members considered the requirement to replace the Guildhall fridge as the existing one was old and had stopped working properly.</p> <p>RESOLVED: To purchase an under counter larder fridge at a cost of no more than £110 to be expended from the Disabled Access and Guildhall Improvements Earmarked Fund.</p>

The Chairman closed the meeting at 12.17pm

CHAIRMAN

DATE