

**HARWICH TOWN COUNCIL**  
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**MINUTES of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street, Harwich**  
**on Tuesday 15<sup>th</sup> December 2015 at 7.15pm**

**Present:** Cllrs Ashley, Calver, Erskine, I Henderson,  
 J Henderson, McLeod and Powell  
**In the Chair:** Councillor Morrison  
**Clerk:** Mrs Lucy Ballard  
**Also present:** 0 members of the public, 0 members of the press, Cllr Fay and  
 Estates Supervisor

The Chair agreed to bring forward item 22 to the main section of the meeting.

Public Question Time: None

<b>F066/15</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr B Brown
<b>F067/15</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllr McLeod . In relation to the correspondence from the H&D United Services Club as he is a member.
<b>F068/15</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> that the Minutes and Confidential Minutes of the Finance & General Purposes meeting held on Tuesday 22 <sup>nd</sup> September 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
<b>F069/15</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> <ul style="list-style-type: none"> <li>• <b>MIN F051/15</b> - Members considered correspondence from the H&amp;D United Services Club in relation to their grant request as considered at the last meeting. Cllr Calver felt it an inappropriate use of public money as it is a private members club; however Cllr I Henderson referred to the grant awarded to Lt Oakley football club which is also a members club. Cllr J Henderson felt a contribution would be good if other funding could be found, which was agreed by Cllr I Henderson. Cllr C Powell proposed £2500.</li> <li><b>RESOLVED TO RECOMMEND:</b> To grant £2500 with 4 in favour and 3 abstentions.</li> <li>• <b>MIN F059/15</b> - Members considered correspondence from the H&amp;D Social Stroke Group in relation to expenditure items from their grant awarded in 2014 and were satisfied with the content.</li> <li>• <b>MIN 054/15</b> . Cllr Powell referred to the damage caused during the Winter Wonderland event on the land at the Putting Green and said the</li> </ul>

	<p>damage is still there. Cllr Morrison informed all members that the issues has been dealt with and that TDC have confirmed the damage is not expected to be long-term and to take no further action at this time.</p> <p>Cllr Calver suggested we go back to Trevor Mills to say that the view of the committee is that it's got to be right before the next season and, if not, will TDC undertake any repairs themselves, and if not to let us know what the cost is as we'd need to arrange to get it done.</p> <p><b>RESOLVED:</b> To write to Trevor Mills</p>
<b>F070/15</b>	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b></p> <p>~ <b>F036/15</b> . Members considered a revised quotation for the installation of replacement smoke detectors following another visit from the engineer and amendment to recommendations.</p> <p><b>RESOLVED:</b> To accept the recommendations and proceed with making the necessary changes.</p> <p>~ <b>F055/15</b> . Members discussed the feasibility of taking card payments and considered opening a second current account with Barclays to facilitate mixed payments and reduce cost of fees.</p> <p><b>RESOLVED:</b> To proceed with opening a second bank account.</p> <p><b>FURTHER RESOLVED:</b> Not to pursue the possibility of taking card payments at this time.</p>
<b>F071/15</b>	<p><b><u>ESTATES SUPERVISOR REPORT AND GUILDHALL DISABLED ACCESS UPDATE</u></b></p> <p>Peter Barrenger gave an update on the Building control approval for the disabled toilet and said he hoped to make a start after Christmas. He confirmed the floor sockets will be fitted on January 12<sup>th</sup> to facilitate the installation of the Loop system.</p> <p>Electricity is now on at the Putting Green but there's no update on the progress with the footpath.</p> <p>Flooring has been completed in the Gaol and the decorators are due to complete this week. He referred to the changing of the bulbs in the Guildhall to save energy. He finally mentioned that the flagpole brackets are still yet to be completed as the engineer is still waiting for Jonathan Reubin to give the ok on the design. Town Guide is ready to submit once one final photo has been received. He asked for more volunteers for the Moving &amp; Handling and Asbestos Awareness courses. It was suggested to proceed to book in the course and set a date then check availability.</p>
<b>F072/15</b>	<p><b><u>TOURIST WEBSITE</u></b></p> <p>Members considered a request from the Tourism Group, of which HTC is a partner organisation, to part fund the creation of a new website to promote Harwich and Dovercourt.</p> <p><b>RESOLVED:</b> To fund £2500 towards the website from the Regeneration budget.</p>
<b>F073/15</b>	<p><b><u>PUTTING GREEN LEASE</u></b></p> <p>Members considered whether to renew the licence for another year commencing 1<sup>st</sup> November 2015, with Tendring District Council. In doing so TDC referred to a small strip of land to the right of the greens which has</p>

	<p>been removed to allow TDC to gain access to their land, The Hollies, to the rear. The Hollies is the land on which TDC have previously agreed that HTC can place a picnic area as part of the Putting Green refurbishment project. The Clerk confirmed that this issue has been raised with TDC and David Hall confirmed that 'the Hollies' was included in the land leased to HTC and would get this corrected and reissue the licence.</p> <p><b>RESOLVED:</b> Delegate authority to the clerk to renew the lease if she receives the revised lease in line with the current terms.</p>
<b>F074/15</b>	<p><b><u>SKATE PARK RENT REVIEW</u></b></p> <p>Members considered the outcome of a recent rent review by TDC, which included increasing the annual rent by 100%, to £200. Cllr J Henderson was displeased with the review but hoped this would mean TDC would extend the lease now beyond the current tenure.</p> <p><b>RESOLVED:</b> To accept the rent review.</p>
<b>F075/15</b>	<p><b><u>CLOSURE OF THE GUILDHALL OVER THE CHRISTMAS 2015 PERIOD</u></b></p> <p>Members considered the period of closure for Christmas 2015 in conjunction with the employee contracts and Staff Handbook.</p> <p><b>RESOLVED:</b> To agree to close the Guildhall and Council offices from 24<sup>th</sup> December to 1<sup>st</sup> January 2016, reopening on Monday 4<sup>th</sup> January.</p>
<b>F076/15</b>	<p><b><u>REPLACEMENT LIGHTING IN THE GUILDHALL</u></b></p> <p>Members considered the recommendation of the Estates Supervisor to change all the remaining candle bulbs, in the common areas and Parlour, to LED bulbs, making energy efficiencies of around 90%.</p> <p><b>RESOLVED:</b> To proceed with changing the bulbs accordingly.</p>
<b>F077/15</b>	<p><b><u>WORK EXPERIENCE 2016</u></b></p> <p>Members considered a request from HDHS to offer a work experience placement 4<sup>th</sup> - 15<sup>th</sup> July 2016. Cllr Calver suggested that as HTC are currently reviewing staff and council practices that HTC refuse this for 2016 and reconsider in 2017. Cllr I Henderson felt that local organisations are being encouraged to take on work experience learners and invest in the younger members of our community. Cllr J Henderson agreed and felt an interview would help recognise those who are eager to work in the Council environment. After much debate of the advantages of taking on a work experience pupil, it was <b>RESOLVED:</b> to review the decision in May stating it is HTC's desire to take on a work experience pupil but due to the restructure of working practices within the council we may not be in a position to guarantee this until May.</p>
<b>F078/15</b>	<p><b><u>GUILDHALL DISABLED ACCESS</u></b></p> <p>Cllr Morrison provided a brief update on the progress being made with the Guildhall disabled access, and proposed that an amount of no more than £9k be earmarked for the provision of a disabled toilet, which had received Building.</p> <p><b>RESOLVED:</b> To earmark £9k within the Disabled Access and Guildhall Improvements Earmarked fund.</p>

<b>F079/15</b>	<p><b><u>BUDGET/PRECEPT 2016/17</u></b></p> <p>Members considered the estimates for income and expenditure for the 20136/17 financial year including recommendations to earmark funds.</p> <p><b>RESOLVED TO RECOMMEND:</b> that the council precept on Tendring District Council for £165,178 (figure after LCTSS grant has been deducted) based on a summary of the detailed figures in Appendix A, having an impact of £32.02 per annum for a Band D council tax payer based on a tax base of 5159 and representing a 0% change from 2015/16. The justification being that option 2 would mean we would need to reduce our grant budget and with the possibility of external funding ceasing, we need to be able to provide to grant local community organisations.</p> <p>Cllr Calver proposed a vote of thanks to Lucy for all her hard work in preparing the figures for consideration.</p>
<b>F080/15</b>	<p><b><u>VOIP SYSTEM</u></b></p> <p>Members considered the installation of Cloud-based telephone system and the Clerk gave a rundown of the costs involved in comparison to the existing costs including the bold entry in the phone book, which members considered the merits of.</p> <p><b>RESOLVED:</b> To remove the bold entry in the phone book, retaining a standard entry.</p> <p><b>FURTHER RESOLVED:</b> To proceed with the installation, to incorporate the upfront cost, and which includes the upgrade to Fibre.</p>
<b>F081/15</b>	<p><b><u>MATTERS TO BE REPORTED</u></b></p> <p>~ Cllr J Henderson referred to the need to slightly revise the design of the new skate park due to an underground drain, which needs moving as part of the works and quotation. The Committee agreed for the Working Party to proceed accordingly with the project once the new designs come in.</p>
<b>F082/15</b>	<p><b><u>MATTERS RECEIVED IN THE POST OF INFORMATION RAISED BY MEMBERS</u></b></p> <p>Members noted receipt of the following, in relation to grant funding applications:</p> <ul style="list-style-type: none"> <li>• Grant Evaluation form and Letter of thanks for grant received from Citizens Advice Bureau</li> <li>~ Letter of thanks for grant from 4<sup>th</sup> Dovercourt Sea Scouts</li> <li>~ Letter of thanks for grant from the Dovercourt Choral Society</li> <li>~ Letter of thanks for grant from the Harwich &amp; District Social Stroke Group</li> </ul>
<b>F083/15</b>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The date of the next meeting of the Finance and General Purposes Committee will be at <b>7pm on Wednesday 10<sup>th</sup> February 2016 at The Guildhall, Church Street, Harwich.</b></p>
<b>F084/15</b>	<p><b><u>EXCLUSION OF THE PUBLIC AND PRESS</u></b></p> <p>Pursuant to Sub-section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under-mentioned business:</p>

	<b>Additional CCTV at the Hill School Site</b> <ul style="list-style-type: none"><li>• <b>Flooring for the Guildhall Common Areas</b></li><li>• <b>Disabled Toilet quotations</b></li></ul>
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The Chairman closed the public part of the meeting at 9.27pm

**CHAIRMAN**

**DATE**