

**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 22<sup>nd</sup> September 2015 at 7.00pm

**Present:** Cllrs Ashley, B Brown (until 7.27pm), Calver, Erskine,  
 I Henderson, J Henderson, McLeod and Powell  
**In the Chair:** Councillor Morrison  
**Clerk:** Ms Lucy Ballard  
**Also present:** 1 member of the public, 0 members of the press and Estates  
 Supervisor

**Public Question Time:**  
 None

<b>F043/15</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> None
<b>F044/15</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllr I and J Henderson . non-pecuniary interest in the grant application for the 4 <sup>th</sup> Dovercourt Sea Scouts. Cllr D McLeod . non-pecuniary interest in the grant application for the Harwich & District United Services Club application
<b>F045/15</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 Wednesday 28 <sup>th</sup> July 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
<b>F046/15</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> None
<b>F047/15</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> Cllr I Henderson referred to the funding of Christmas lights in 2014, which HTC covered due to lack of funds raised through other channels. He has obtained quotations from several potential suppliers to cover 15 lamp columns in the town centre and 8 along the Quay edge. Cllr Henderson asked the committee if they were mindful to earmark some funds (£16k) and select a preferred contractor subject to approval of quotations at a future meeting. <b>RESOLVED:</b> To earmark £16k for the purpose of funding Christmas lights, and to consider the merits of each supplier under confidential business.
<b>F048/15</b>	<b><u>CITIZENS ADVICE BUREAU</u></b> <b>RESOLVED TO RECOMMEND:</b> To grant £5416 s137 funding.

<p><b>F049/15</b></p>	<p><b><u>HARWICH &amp; DISTRICT SOCIAL STROKE GROUP</u></b>  Cllr Erskine proposed and Cllr Powell seconded to grant £250, which received 3 votes for and 4 against.  Cllr Calver proposed and Cllr I Henderson seconded to grant £500.  <b>RESOLVED:</b> To grant £500 s137 funding with a caveat that there were concerns raised about the amounts being spent on the lunches in 2014 and HTC would be happy to accept their explanation in this regard.</p>
<p><b>F050/15</b></p>	<p><b><u>4<sup>th</sup> DOVERCOURT SEA SCOUT GROUP</u></b>  <b>RESOLVED:</b> To grant £1000 s137 funding.</p>
<p><b>F051/15</b></p>	<p><b><u>HARWICH &amp; DISTRICT UNITED SERVICES CLUB</u></b>  Concerns were raised about the losses being made in recent years.  <b>RESOLVED:</b> To defer consideration of this application whilst further information is sought about what groups are permitted to make use of the club and on what basis (seek information on their membership policy); and what they deliver to the community outside of their own membership. Further information is also requested on what is their intended increase in charitable capabilities for the future.</p>
<p><b>F052/15</b></p>	<p><b><u>ESTATES SUPERVISOR REPORT</u></b>  Peter Barrenger gave an update on the progress of current works since the last meeting. He referred to the plans having been submitted to the planning authority for the disabled toilets in terms of LBC and Building regulations. He referred to the moving and handling training needed as well as the asbestos training, which was agreed previously.  UK Power networks will commence the installation of power from 6<sup>th</sup> October but no response has been received from Highways regarding the footpath.  The new noticeboard has been erected at the Hill School site, with the lights to be fitted as soon as the weather permits.  Guildhall leaflet needs reordering but it needs updating as Autoprint don't have the template anymore.  Damp-proofing is commencing this week and works will be completed over the period of a week, following which Peter will redecorate the gaol.  Referring to the decorating quote for the Guildhall, which was approved at a previous meeting of the Council, the selected contractor has now provided references and clarified the full services covered by the quote, which now includes materials previously omitted from the original quote which increased the price by £45. Members agreed this remained the best value quotation.</p>
<p><b>F053/15</b></p>	<p><b><u>TOWN GUIDE</u></b>  Members considered whether to proceed with the preparation and publication of the Harwich &amp; Dovercourt Town Guide for 2016.  <b>RESOLVED:</b> To proceed with the publication of the 2016 Town Guide.</p>
<p><b>F054/15</b></p>	<p><b><u>WINTER WONDERLAND</u></b>  Members considered a request from Simply Skate to make use of part of the grassed area on land at Low Road Putting Greens, leased by the Town Council from Tendring District Council, on the Winter Wonderland opening day on 14<sup>th</sup></p>

	<p>November.</p> <p><b>RESOLVED:</b> To grant the request to make use of the putting green site for the swing boats and zorb balls on the understanding that if there is any damage to the land resulting from the event that Simply Skate accept responsibility for making good. Furthermore HTC will not allow donkey rides on their land but suggest that Simply Skate approach TDC who own adjacent land suitable for this purpose. <b>GC/DM</b></p>
<b>F055/15</b>	<p><b><u>BANK CHARGES</u></b></p> <p>The Clerk provided an update to members on the impending charges to be applied by the Council's bank; and members considered acquiring a hand-held card payment machine to help mitigate the transaction charges.</p> <p><b>RESOLVED:</b> To proceed to go onto the mixed-payment plan with a monthly charge of £6.</p> <p><b>FURTHER RESOLVED:</b> To proceed with making arrangements to acquire the necessary hand-held debit card machines in an attempt to offer another payment method for Leisure facility users and Allotment holders.</p>
<b>F056/15</b>	<p><b><u>LEISURE FACILITIES</u></b></p> <p>Members considered observations and recommendations made by Mr Philip Hutchings (former Leisure Attendant)</p> <p><b>RESOLVED:</b> To refer to the Putting Green Working Party whilst offering gratitude to Mr Hutchings on his commitment and dedication.</p>
<b>F057/15</b>	<p><b><u>GUILDHALL DISABLED ACCESS</u></b></p> <p>The Chair gave a brief update on the progress being made with the proposed installation of disabled-friendly toilets at the Guildhall and asked for volunteers for the Moving and Handling training course, which was accepted by Cllrs Powell, Ashley, Erskine and J Henderson.</p>
<b>F058/15</b>	<p><b><u>MATTERS TO BE REPORTED</u></b></p> <p>~ Members noted the cost incurred to the value of £37.43 for the purchase of 6 junior putters of varying sizes, which were funded from the shortfall in staff salaries during facility closure in May.</p> <p>~ Members noted the cost incurred to the value of £29.99 for the purchase of weed killer for the Hill School site, which was funded from the Hill School Grounds Maintenance budget.</p>
<b>F059/15</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>• Letter of thanks for grant from The St Nicholas Welcome Committee</li> <li>~ Evaluation form received from The St Nicholas Welcome Committee</li> <li>~ Letter of thanks for grant from We Are Music</li> <li>~ Evaluation form received from The Harwich &amp; District Social Stroke Group</li> <li>~ Evaluation form received from Dramatic Pause Productions</li> <li>~ Cllr I Henderson referred to the Wayfinder signs around the town, some of which have been damaged and subsequently repaired by the district council. HTC originally purchased the signage but its costs around £130-£150 on each occasion that the signs need reframing. TDC has asked if HTC would cover the</li> </ul>

	<p>cost of posters if they need replacing should further damage occur.  <b>RESOLVED:</b> to accept to cover the cost, at £25 per time, of posters.  ~ Cllr Calver referred to the need for an evening with the Archivists for councillors to have a tour of the Guildhall. The Clerk agreed to ascertain the availability of the Archivists then circulate a suitable date to members.  ~ Cllr Ashley referred to a recent visit to the office where he noted staff struggling to juggle the number of visitors/phonecalls, and raised concern about the staffing levels for HTC and the additional hours put in by staff to keep on top of the workloads. It was agreed to move discussion of this item to confidential business as it involved staffing.</p>
<b>F060/15</b>	<p><b><u>DATE OF NEXT MEETING</u></b>  The date of the next meeting of the Finance and General Purposes Committee will be at <b>7pm on Wednesday 9<sup>th</sup> December 2015 at The Guildhall, Church Street, Harwich.</b></p>
<b>F061/15</b>	<p><b><u>EXCLUSION OF THE PUBLIC AND PRESS</u></b>  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:  ~ Flooring for the Guildhall Common Areas  ~ Harwich Skate Park refurbishment project</p>

The Chairman closed the public part of the meeting at 9pm and adjourned the meeting so that members could familiarise themselves further with the different Christmas lights packages that were being offered by the potential suppliers.

**CHAIRMAN**

**DATE**