

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 Wednesday 28th July 2015 at 7.07pm

Present: Cllrs Ashley, B Brown, 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 and Estates
 Supervisor

Public Question Time:
 None

F024/15	<u>APOLOGIES FOR ABSENCE</u> None
F025/15	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> Cllr Calver declared an interest in relation to item 10 as a member of the Executive Committee of the Harwich Society
F026/15	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the Minutes and Confidential Minutes of the Finance & General Purposes meeting held on Wednesday 3 rd June 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
F027/15	<u>MATTERS ARISING FROM THE MINUTES</u> None
F028/15	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> MIN F020/14 – Members considered options for the purchase and installation of a notice board on the former Hill School site, following a significant delay from the original quotation and slight amendment to dimensions/sizing of the board. The Clerk confirmed the individual boards can be changed if needed. RESOLVED: To purchase the promotional notice board on the understanding that HTC accepts the initial cost but would not accept the cost for any alteration to information (i.e. contact details).
F029/15	<u>WE ARE MUSIC</u> RESOLVED TO RECOMMEND: To grant £1300 s137 funding. To cover costs as specified in relation to improving the structure/fabric of the building.

F030/15	<p><u>ESTATES SUPERVISOR REPORT AND GUILDHALL DISABLED ACCESS UPDATE</u></p> <p>~ Peter Barrenger gave an update of on the progress of current works since the last meeting. He referred to the completion of the kitchen refurbishment, which came in under budget. He referred to the guidelines to be met for installation of the disabled toilet. He has contacted Planning and Building Control who confirmed we can use a saniflow toilet because we also have a gravity fed toilet within the building. Full Planning, Building Regulations and LBC are required for this project so drawings are needed and a quotation is to follow. The under sink water heaters are now installed as is the stair lift. The evac chair and wheelchair have arrived and now training is needed on Manual Handling and should be offered to everyone who uses the building. The new æpenqsign is in place at the Putting Green, along with a new community notice board, however a new quote is required for the installation of an electrical supply. New CCTV equipment is installed at the Hill School site with some further refinements awaited. In anticipation of carrying out redecoration of the Guildhall, quotations have been sought, with a special meeting to be called to approve the expenditure.</p> <p>The first stage of the server installation is complete, with the change over expected by the end of next week.</p> <p>~ Members also considered the timeliness of the commencement of works for the proposed installation of a disabled toilet at the Guildhall and agreed that certain costs would be needed (i.e. structural drawings for plans) before the installation could proceed.</p> <p>RESOLVED: To proceed with obtaining structural drawings and submitting an application for the necessary Planning consents, Building Regulations and Listed Building Consent.</p>
F031/15	<p><u>CIVIC PROTOCOLS AND ROLES WITHIN THE COUNCIL</u></p> <p>Members considered the need to conduct a review of the civic protocols and roles of both staff and councillors. Cllr Morrison suggested a brief remit for the working party.</p> <p>RESOLVED: To establish a Working Party comprising Cllrs Calver, Todd, McLeod, Morrison, Erskine and Ashley.</p>
F032/15	<p><u>3-YEAR FORECAST</u></p> <p>Members considered whether there were any known projects not presently being undertaken by the Council that would require alteration to the future capital and revenue receipts and payments.</p> <p>The Committee agreed there is nothing significant that couldnq be covered by the usual annual budgeting process.</p>
F033/15	<p><u>VISIT ESSEX MEMBERSHIP AND ESSEX TOURISM STAND</u></p> <p>Members considered part-funding the Harwich Society's membership to Visit Essex for 2015 following the termination of Harwich Town Council's membership in 2013.</p> <p>RESOLVED: To fund 50% of membership for 2015 at a cost of £154.80. Members further considered covering the cost of the stand at the 2016 Leisure & Tourism Show, which is managed by The Harwich Society on behalf of Harwich Town Council.</p>

	RESOLVED: To fund the stand for 2016.
F034/15	<p><u>SOIL SAMPLE REQUEST</u></p> <p>Members considered a request, as part of a joint project between DEFRA and the University of Reading, for researchers to take some soil samples from the field on the land at the rear of the buildings on the former Hill School site.</p> <p>RESOLVED: To agree to the request.</p>
F035/15	<p><u>MEDIA POLICY</u></p> <p>Members considered the new Media Policy following a change in legislation regarding the filming of council meetings. Cllr Calver suggested a few minor changes to the text to make it read better.</p> <p>RESOLVED: To adopt the policy for Harwich Town Council.</p>
F036/15	<p><u>FIRE SAFETY</u></p> <p>The Clerk informed members that following a recent alarm service some recommendations were made to install a few additional smoke detectors following the change of use of the Guildhall top floor, as well as the replacement of a faulty Emergency Light. The Clerk conveyed that the quotation received was unclear and not fully itemised and was awaiting a reply in relation to this from the contractor but advised that the latter (emergency lighting was standard maintenance and that a further quote from another company may prove useful in ascertaining value for money)</p> <p>RESOLVED: To proceed with replacement of the emergency lighting and revisit the quotation for the installation of the smoke detectors.</p>
F037/15	<p><u>REQUEST FOR USE OF THE RED TELEPHONE BOX</u></p> <p>As referred from Full Council (MIN 039/15), members further considered a request from a resident to make use of the former BT telephone kiosk at St Helen's Green to display photographic artwork publicised under the name 'omography & Photography in the Red Box Gallery'</p> <p>RESOLVED: To refuse the request to use the box for any other use than it presently is, and to suggest other locations.</p>
F038/15	<p><u>MATTERS TO BE REPORTED</u></p> <p>~ Members noted the cost incurred to the value of £50 for urgent works to be carried out to the cold water main due to corrosion. Funded from the Premises budget.</p> <p>~ Members noted the cost incurred to the value of £12.50 in purchasing a replacement sensor for the bollard lights at the Hill School Site. Funded from the Maintenance budget.</p> <p>~ The Clerk informed members of impending changes to the bank that Harwich Town Council uses and the introduction of changes consisting of a monthly charge and an additional charge for cash and cheque transactions. The Clerk confirmed she would meet with the Community Banking Contact to discuss the impact on the Council and how to minimise this; and would report back for agreed action following receipt of official notification from the bank. Members noted this course of action and will await receipt of letter and for the Clerk to meet with our community</p>

	banking contact before considering this further.
F039/15	<u>MATTERS RECEIVED IN THE POST OF INFORMATION RAISED BY MEMBERS</u> Members noted receipt of the following, in relation to grant funding applications: ~ Letter of thanks from the Dovercourt Choral Society
F040/15	<u>DATE OF NEXT MEETING</u> The date of the next meeting of the Finance and General Purposes Committee will be at 7pm on Wednesday 30th September 2015 at The Guildhall, Church Street, Harwich.
F041/15	<u>EXCLUSION OF THE PUBLIC AND PRESS</u> 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: ~ Damp-proofing

The Chairman closed the public part of the meeting at 8.55pm

CHAIRMAN

DATE