

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 3rd June 2015 at 7.00pm

Present: Cllrs Ashley, B Brown, Calver, Erskine, I Henderson,
 J Henderson 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

F001/15	<u>APOLOGIES FOR ABSENCE</u> Cllr McLeod
F002/15	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
F003/15	<u>APPOINTMENT OF VICE-CHAIR</u> RESOLVED: To appoint Cllr Calver as Vice-Chairman of the F&GP Committee.
F004/15	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the Minutes and Confidential Minutes of the Finance & General Purposes meeting held on Tuesday 31 st March 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
F005/15	<u>MATTERS ARISING FROM THE MINUTES</u> <ul style="list-style-type: none"> • MIN F161/14 . Members noted the delay in reviewing the Asst. Clerk's salary due to her having yet to submit her CiLCA portfolio. Cllr Morrison referred to the continued workloads and the suggestion of closing the Guildhall for 1 day per week to enable staff to work uninterrupted. RESOLVED: To approve the closure of the Council Offices for 1 day a week, in consultation with the chair as to the best day, with a further request from the committee that members restrict their contact with the office on the closure day, making contact only when it is unavoidable.

	<p>• MIN F153/14 . Cllr I Henderson referred to the impending re-opening of the Putting Green on 6th June and suggested that a uniform, consisting of polo shirts and sweaters, would be appropriate for the leisure attendants. RESOLVED: To purchase 2x Polo shirts and 1x sweater for each of the attendants to be funded from the project monies, and which are to be worn only when on Harwich Town Council business and returned upon termination of employment.</p>
F006/15	<p><u>DOVERCOURT CHORAL SOCIETY</u> RESOLVED: To grant £375 s137 funding. To cover printing & publicity; Music; Refreshments; Venue and Postage.</p>
F007/15	<p><u>TENDRING BRASS BAND</u> RESOLVED: To grant £500 S137 funding to be used against costs incurred for activities in Harwich.</p>
F008/15	<p><u>HARWICH QUAY FIREWORKS</u> RESOLVED TO RECOMMEND: To grant £1500 s137 funding.</p>
F009/15	<p><u>ARRIVAL OF ST NICHOLAS COMMITTEE</u> RESOLVED: To grant £130 s137 funding.</p>
F010/15	<p><u>GUILDHALL HIRE CHARGES</u> RESOLVED: To defer this until after the Guildhall is DDA compliant when the costs will then be reviewed.</p>
F011/15	<p><u>FLOOD SIREN Earmarked Funds</u> Cllr I Henderson confirmed that the original proposal to reinstate a local flood siren was halted permanently due to factors beyond Harwich Town Council's control, which had made the project impossible, and which left an amount of £25k previously earmarked funds available to spend on other projects. RESOLVED: To earmark £5k for the Emergency Planning Working Party to formulate proposals for flood risk awareness education, to be referred back to the E&C Committee.; and the remaining £20k to be earmarked for restoration and refurbishment of the Hill School site.</p>
F012/15	<p><u>CCTV AT HILL SCHOOL SITE</u> The Estates Supervisor provided an update of the effectiveness of the CCTV system since its installation in April. He relayed the benefit in investing in some additional equipment to increase the coverage of the site. The Estates Supervisor also mentioned that due the storage space being used by recording 24/7, that some amendments would be carried out to the equipment to resolve this whilst still capturing the images needed, and which would not incur a cost to Harwich Town Council. RESOLVED: To purchase, and have installed, the additional equipment needed at a cost of £320, to be funded from the Hill School Maintenance budget.</p>

F013/15	<u>SAFEGUARDING POLICY</u> RESOLVED: To adopt the policy for Harwich Town Council.
F014/15	<u>MAYORESS' CHAIN</u> Cllr Calver relayed to members that it was the intention of the former Guildhall Committee not to add any additional discs to the chain following the addition of 2 discs in 2012. RESOLVED: To close the chain permanently.
F015/15	<u>SKATE PARK REFURBISHMENT</u> Cllr J Henderson gave some background on the various funding previously obtained for the project and the options now available to secure the remaining funds. She confirmed that the pursuit of s106 funding would be pushed forward with a view to seeking circa £25k. The Chair suggested that a Working Party would help build on the work already carried out by Cllr Henderson and the Clerk. Cllr I Henderson mentioned that the Youth Strategy Group and Harwich Community Consortium have been conducting surveys which are highlighting the need for free-to-use local facilities and it was agreed that they should form part of the discussions. RESOLVED: To endorse the application for s106 funds to part-fund the project and to authorise Cllr J Henderson, as ward councillor for Tendring District Council, to proceed with making an application for the monies direct with the planning authority. FURTHER RESOLVED: To set up a formal Working Party to push the project forward, to consist of Cllrs Erskine, Fowler, J Henderson and Smith.
F016/15	<u>COUNCILLOR NAME BADGES</u> RESOLVED: To purchase 10 name badges, of the same style and format as the previous order, for the Council's newly elected members and for the leisure attendants.
F017/15	<u>GUILDHALL DISABLED ACCESS AND IMPROVEMENTS</u> Cllr Morrison referred to an update from the Estates Supervisor, which will be featured under M atters to be Reported
F018/15	<u>MATTERS TO BE REPORTED</u> ~ The Clerk informed members that subsequent to the agreement put in place in August 2013, the Harwich Society were now seeking agreement to purchase more of the H arwich Storybooks at a reduced price of £4.50, with all proceeds going to the Mayoress's Appeal. Cllr Calver declared an interest as an executive member of the Harwich Society. RESOLVED: To accept the reduced price of £4.50 to The Harwich Society ~ The Estates Supervisor, Peter Barrenger, confirmed the new boiler was now installed and the new fitted kitchen was underway with sufficient funds from the previously earmarked £1k to complete the kitchen but the additional underwater heaters needed, as well as the purchase of a combi oven/microwave and hot drinks dispenser would be priced and considered separately. Peter informed members that the stair lift Listed Building Consent application is due for determination by the end of June.

F019/15	<p><u>MATTERS RECEIVED IN THE POST OF INFORMATION RAISED BY MEMBERS</u></p> <p>Members noted receipt of the following, in relation to grant funding applications:</p> <ul style="list-style-type: none"> ~ Letter of thanks from the Harwich International Shanty Festival ~ Letter of thanks from Harwich in Bloom ~ Letter of thanks from Harwich Festival of the Arts ~ Letter of thanks from Harwich Children's Carnival ~ Evaluation Form from Dovercourt Theatre Group
F020/15	<p><u>DATE OF NEXT MEETING</u></p> <p>The date of the next meeting of the Finance and General Purposes Committee will be at 7pm on Tuesday 28th July 2015 at The Guildhall, Church Street, Harwich.</p>
F021/15	<p><u>EXCLUSION OF THE PUBLIC AND PRESS</u></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> <ul style="list-style-type: none"> ~ 2015 Increments ~ Guildhall roof repairs

The Chairman closed the public part of the meeting at 8.58pm

CHAIRMAN

DATE