

**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 31st March 2015 at 7.06pm**

**Present:** Cllrs Calver, I Henderson, Morrison, Nicholson, C Powell and Todd  
**In the Chair:** Councillor Morrison until 7.24pm and Cllr Day (from 7.24pm)  
**Clerk:** Mrs Lucy Ballard  
**Also present:** 0 members of the public, 0 members of the press and Estates Supervisor

**Public Question Time:**  
 None

<b>F142/14</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Brown, J Henderson and Thompson
<b>F143/14</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllr Morrison declared an interest in the application for Quiver Windsurfing and left the room during the debate and vote. Cllr Calver declared a non-pecuniary interest in the application for the Harwich Society.
<b>F144/14</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 11 <sup>th</sup> February 2015 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
<b>F145/14</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> • <b>MIN F132/14</b> – The Clerk confirmed that further quotations for Franking machines/systems were still to come in and would feature on a future agenda as the decision wasn't time critical. • <b>MIN F140/14</b> . The Clerk confirmed that the contract had been sent to Talisman Coachlines for 2015 Shuttle Bus Services. • <b>MIN F134/14</b> . The referral of the Flood Siren Earmarked Funds would be brought to the next meeting of the F&GP committee for reallocation to other projects as previously discussed.
<b>F146/14</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> • <b>MIN F113/14</b> – The Clerk confirmed that the newly ordered Laptop,

	monitor and docking station cost a total sum of £491.85. Office 2003 has been purchased at a cost of £19 and Outlook 2010 is being sourced and is expected to cost no more than £30.
<b>F147/14</b>	<b><u>THE HARWICH SOCIETY (HARWICH IN BLOOM)</u></b> <b>RESOLVED TO RECOMMEND:</b> To grant £1500 funding from the Economic Development budget to streamline this with the already-pledged £3k for the 2015 season. It was agreed to re-asses what role the Council would play in future years in relation to the scheme.
<b>F148/14</b>	<b><u>HARWICH GENERATION CORPS OF DRUMS</u></b> <b>RESOLVED TO RECOMMEND:</b> To grant £2000 s137 funding.
<b>F149/14</b>	<b><u>QUIVER WINDSURFING CENTRE</u></b> <b>RESOLVED:</b> Not to fund the application as it fell outside of the remit of the Council's grant funding policy and Financial Regulations.
<b>F150/14</b>	<b><u>PARKRUN (COMMITTEE FOR HARWICH)</u></b> <b>RESOLVED TO RECOMMEND:</b> To underwrite up to £1000 S137 funding pending the outcome of funding requests from TDC and Active Essex.
<b>F151/14</b>	<b><u>HARWICH CHILDRENS CARNIVAL</u></b> <b>RESOLVED TO RECOMMEND:</b> To grant £1000 S137 funding.
<b>F152/14</b>	<b><u>HARWICH INTERNATIONAL SHANTY FESTIVAL</u></b> <b>RESOLVED TO RECOMMEND:</b> To grant £1000 S137 funding.
<b>F153/14</b>	<b><u>ESTATES SUPERVISOR'S REPORT</u></b> The Estates Supervisor, Peter Barrenger, gave a report on the progress of current works since the last meeting. He referred to the approval of LBC for the new boiler flue, and works will commence shortly. He mentioned that one of the units and sink in the kitchen will need to be removed to facilitate the new pipework. The approval of an estimated £1000 expenditure to purchase a new sink and unit and other kitchen alterations will be made at the forthcoming meeting of the Council. If the water boiler needs removing, this will mean new under sink water heaters will be required in the toilets in due course. He mentioned that the works to upgrade the Putting Green will commence on 13th April at 8.30am and the completion date will be weather dependant. All schedules for works except the electricity supply have been agreed. Without an electricity supply, we may need to source a generator. Cllr Powell has been liaising with the H&M Standard and Cllr Calver suggested we obtain before and after photos for the archives. Cllr C Powell has agreed to assist with the internal fitments. HTC is still awaiting approval for the stair lift works and awaiting final specification details from the surveyor to be provided to the contractor to enable the flagpole to be supported. A further quote has been received today regarding the repairs to the roof which is due to be discussed under item 14. CCTV to go live at the Hill School site after approval of the policy.

	Peter finally mentioned that in relation to the new laptop, this is for use by HTC council members and staff and the software installed for video masking for the CCTV system.
<b>F154/14</b>	<b><u>GUILDHALL DISABLED ACCESS AND IMPROVEMENTS</u></b> Cllr Day updated members on progress made with plans to install disabled access to the Grade I Listed building. He reported that matters were progressing with the stair lift.
<b>F155/14</b>	<b><u>CCTV POLICY</u></b> <b>RESOLVED:</b> To adopt the policy for Harwich Town Council.
<b>F156/14</b>	<b><u>MATTERS TO BE REPORTED</u></b> <ul style="list-style-type: none"> <li>~ Cllr Calver gave a vote of thanks to the Clerk, Asst. Clerk and Estates Supervisor for their hard work over the course of this financial year.</li> <li>~ The Clerk mentioned a report of an unauthorised vehicle on the Hill School site last week, but this was quickly identified as a glazing company who were replacing windows on one of the club buildings.</li> <li>~ Cllr I Henderson mentioned about the delay in the lease renewals for the tenants of the Hill School site and Cllr Day confirmed that he had liaised with the necessary parties to get these completed as soon as possible and that the Clerk would write back to tenants to keep them updated and allay any fears that the Council wishes to close the site.</li> <li>~ Cllr I Henderson confirmed that Abellio have sponsored not only the 2015 leaflet insert but also 2 pop-up banners, advertising the year's events; one of which will be delivered to the Guildhall for HTC's use.</li> </ul>
<b>F157/14</b>	<b><u>MATTERS RECEIVED IN THE POST OF INFORMATION RAISED BY MEMBERS</u></b> <ul style="list-style-type: none"> <li>• Members noted receipt of an Evaluation form from the Harwich Society for Harwich in Bloom 2014.</li> <li>~ Members noted receipt of an Evaluation form from Teen Talk (Harwich).</li> </ul>
<b>F158/14</b>	<b><u>DATE OF NEXT MEETING</u></b> The date of the next meeting of the Finance and General Purposes Committee is to be confirmed.
<b>F159/14</b>	<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: <ul style="list-style-type: none"> <li>~ Guildhall roof repairs</li> <li>~ Staff reviews</li> </ul>

The Chairman closed the public part of the meeting at 9.02pm

**CHAIRMAN**

**DATE**