

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 Monday 11th April 2016 at 7.06pm

Present: Cllrs Ashley, B Brown (from 7.18pm), Calver, Erskine, I Henderson, McLeod, C Powell and F Powell
In the Chair: Councillor Morrison
Clerk: Ms Lucy Ballard
Also present: 0 members of the public, 0 members of the press.

Public Question Time: None

F111/15	<u>APOLOGIES FOR ABSENCE</u> Cllrs Ashley and J Henderson
F112/15	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> Cllr D McLeod declared an interest in the item 8 (Grassroots Charity) as he is a Trustee.
F113/15	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: that the Minutes and Confidential Minutes of the Finance & General Purposes meeting held on Wednesday 10 th February 2016 (previously circulated) be approved by the Committee and signed by the Chairman as a true record.
F114/15	<u>MATTERS ARISING FROM THE MINUTES</u> None
F115/15	<u>MATTERS ARISING FROM PREVIOUS MINUTES.</u> • MIN 164/14 – The Clerk confirmed the contract with Promac, following receipt of two further quotations, for the resurfacing/construction of footpath at the Putting Green, as delegated to the Clerk in consultation with the Chair of F&GP.
F116/15	<u>GRAND THEATRE OF LEMMINGS</u> RESOLVED: To award £1000 s137 grant.
F117/15	<u>ESTATES SUPERVISOR REPORT AND GUILDHALL DISABLED ACCESS UPDATE</u> Peter Barrenger provided members with an update on the improvements to, and disabled access within the Guildhall, including the completion of the decorating, and the DDA toilet, which has been signed off by Building

	<p>Control. He also confirmed completion of the training for the Loop System and is awaiting certification. He's submitted the order for the design and is awaiting that before being able to proceed with the works, which will need extensive work in the Chamber to install the system and therefore suggested it's completed after Mayor Making. He confirmed Phase 2 of the Putting Green improvements was in progress and works are expected to commence mid-May and will last approx.8 days. He reported being unable to proceed with the reinforcing of the flagpole until the designs had been approved by the surveyor, who he had been unable to reach by phone or other means. It was agreed that due to the unacceptable delay, for a letter to be sent, recorded delivery, to the surveyor.</p> <p>Peter thanked everyone for their feedback in relation to the Town Guide, which is now published and has been delivered. He also informed that he was in the throes of seeking quotations for the external decorating to the Guildhall.</p> <p>Cllr Calver congratulated Peter on the course achievement for the Loop system and declared his appreciation to him for attending the course.</p>
F118/15	<p><u>GUILDHALL TOILET REFURBISHMENT</u></p> <p>Members considered the need to refurbish the ground floor toilets and the likely expenditure in doing so, based on a scheme of works put together by the Council's Estates Supervisor. Peter confirmed that prior to any works commencing, that he would see to it that the walls were painted in time for Mayor Making.</p> <p>RESOLVED: to proceed with project after Mayor Making, setting aside £2750 to be expended from the Guildhall Refurbishment budget.</p>
F119/15	<p><u>CLERK'S OFFICE FURNITURE</u></p> <p>The Chair briefed members on the current needs for updating the Clerk's Office. Cllr Erskine suggested the £1000 for office chairs and incidentals be increased to £1500.</p> <p>RESOLVED: To purchase new office furniture to a maximum expenditure of £2000 to be expended from the Guildhall Refurbishment budget.</p> <p>FURTHER RESOLVED: To replace office chairs and incidentals to a maximum expenditure of £1500 to be expended from the Guildhall Refurbishment budget.</p>
F120/15	<p><u>GRASSROOTS CHARITY</u></p> <p>Cllr McLeod left the room whilst members considered a request, from Grassroots Charity, to support their 2016 appeal. The Chair confirmed that whilst they do some wonderful work, Harwich Town Council has its own grant funding scheme to which local good causes could apply. There is no control over where the funding goes otherwise and only part of the funding might go to good causes within Harwich and Dovercourt. Cllr B Brown was against a general grant because it doesn't meet with HTC's funding criteria. There was a general consensus to decline the request but to advise Grassroots that for any Harwich-based organisations that they are assisting, that additional grant aid may be available through HTC.</p> <p>RESOLVED: To send a letter of refusal</p>

F121/15	<p><u>CLEANING SERVICES</u></p> <p>Members considered an increase in the hourly rate for the Council's contracted cleaners.</p> <p>RESOLVED: to continue contract with increase to hourly rate with effect from April 2016.</p>
F122/15	<p><u>MAYORMAKING BUDGET</u></p> <p>Cllr Morrison, as Mayor-elect, left the room during the debate and the meeting was chaired by Vice-chair, Cllr Calver. Members considered the current budget for Mayor Making and discussed an appropriate increase to meet the increasing costs, including the cost of kitchels and buffet. The Council is not responsible for covering the cost of alcohol. Cllr Calver suggested a figure is set to cover the next 3 municipal years. Cllrs Erskine and McLeod suggested £750.</p> <p>RESOLVED: To set the Mayor Making budget at £750 for the remainder of this term of office.</p>
F123/15	<p><u>WEB HOSTING</u></p> <p>Members considered a quotation from the webmaster of the new HTC Website, for web hosting services.</p> <p>RESOLVED: To proceed with contracting One Website Design (TizerTech) for Web Hosting services (Inc. Email hosting and website domain hosting) when the new HTC website goes live.</p>
F124/15	<p><u>SIGNATORIES</u></p> <p>Members discussed signatories for the 2016/17 Municipal Year. The Chair suggested appropriate changes whilst retaining 3 signatories.</p> <p>RESOLVED: To remove Cllr Todd and add Cllr C Powell to the signatory list.</p>
F125/15	<p><u>CRAZY GOLF FACILITY</u></p> <p>Members discussed the future proposals for enhancement to the Council-run Putting Greens and Cllr Calver suggested setting some Earmarked funds to contribute towards the cost. Members discussed designs and Cllr C Powell briefed all on what he had investigated thus far and the organisations he'd contacted.</p> <p>RESOLVED: to create an Earmarked Reserve in 2016/17, to the level of £20k for the refurbishment of the Crazy Golf facility.</p>
F126/15	<p><u>FENCING AT THE PUTTING GREEN</u></p> <p>RESOLVED: To purchase materials to a maximum expenditure of £50 for the construction of temporary fencing to narrow the gap between the established hedging surrounding the Eastern lawns on the putting green. To be expended from the Leisure - Skate park maintenance budget.</p>
F127/15	<p><u>TREE WORKS AT HILL SCHOOL SITE</u></p> <p>Members considered works to re-pollard, crown thinning by approx. 30% and crown lift to an approx. height of 3m of the Holm Oak located on the western boundary of the Hill School Site, bordering Highfield Avenue, at a cost of £125.</p>

	RESOLVED: To proceed with the works as soon as practical, to be expended from the Hill School - Grounds Maintenance budget.
F128/15	<u>MATTERS TO BE REPORTED</u> <ul style="list-style-type: none"> • Members noted receipt of the invoice for the November by-election, which totalled £5525.16.
F129/15	<u>MATTERS RECEIVED IN THE POST OF INFORMATION RAISED BY MEMBERS</u> <ul style="list-style-type: none"> • Members noted receipt of a Letter of thanks for grant from Harwich International Shanty Festival • Members noted receipt of an Evaluation form received from Harwich & District United Services Club and The Tendring Brass Band.
F130/15	<u>DATE OF NEXT MEETING</u> The date of the next meeting of the Finance and General Purposes Committee will be at 7pm on a date to be agreed at The Guildhall, Church Street, Harwich.
F131/15	<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: <ul style="list-style-type: none"> • CiLCA Success for Assistant Clerk • Clerk's Working Hours

The Chairman closed the public part of the meeting at 8.37pm

CHAIRMAN

DATE