

**MINUTES of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on **Tuesday 31<sup>st</sup> May 2016** at **7.00pm**

<b>Present:</b>	<b>Councillors J Brown, Erskine, Fay, D McLeod, C Powell, F Powell and Smith</b>
<b>In the Chair:</b>	<b>Councillor Calver</b>
<b>Clerk:</b>	<b>Ms Lucy Ballard</b>
<b>Also present:</b>	<b>0 members of the public, 0 members of the press</b>

<b>F001/16</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Ashley, B Brown (sub S Fay), Fowler (sub F Powell), I Henderson (sub G Smith), J Henderson (sub D McLeod) and Morrison
<b>F002/16</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllr Calver declared an interest in the Visit Essex membership item (item 10) as a member of the Executive Committee of the Harwich Society. Cllr C Powell took the chair for this item.
<b>F003/16</b>	<b><u>ELECTION OF VICE-CHAIR</u></b> <b>RESOLVED:</b> To elect Cllr C Powell as Vice-chair of the committee for the 2016/17 Municipal Year.
<b>F004/16</b>	<b><u>MINUTES OF THE LAST MEETING</u></b> <b>RESOLVED:</b> That the Minutes and Confidential Minutes of the meeting of the Finance & General Purposes Committee meeting held on 11 <sup>th</sup> April 2016 (previously circulated) be approved by the Chairman and signed as a true record.
<b>F005/16</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> None
<b>F006/16</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> • <b>MIN F097/15</b> . Members noted that sufficient Junior and Adult Putters had been purchased, at a cost of £169.44, expended from the unused Leisure Uniform Budget, to replace those in disrepair.
<b>F007/16</b>	<b><u>ARK FAMILY RESOURCE CENTRE</u></b> <b>RESOLVED:</b> To award £1000 s137 grant towards the costs of replacing the boiler.
<b>F008/16</b>	<b><u>HARWICH QUAY FIREWORKS</u></b> <b>RESOLVED to RECOMMEND:</b> To award £1500 s137 grant.

F009/16	<p><b><u>HORSE RANGERS ASSOCIATION</u></b>  <b>RESOLVED:</b> To award £1000 s137 grant towards the cost of purchasing the mounting block (£450) with the remainder towards the access ramp, and to suggest the applicants reapply to Essex CC for the bathroom refurbishment.</p>
F010/16	<p><b><u>ESTATES SUPERVISOR REPORT</u></b>  The Estates Supervisor didn't have anything significant to report. Cllr Erskine asked if a written report could be provided on occasions when the Estates Supervisor was unable/not required to attend.</p>
F011/16	<p><b><u>GUILDHALL HIRE CHARGES</u></b>  Members considered the current charges for the hire of the Guildhall by external organisations in line with a recommendation by the Chair for revised charges.  <b>RESOLVED:</b> To adopt the revised schedule of charges as detailed in Appendix A.</p>
F012/16	<p><b><u>VISIT ESSEX MEMBERSHIP</u></b>  Members considered part-funding the Harwich Society's membership to Visit Essex for 2016 following the termination of Harwich Town Council's membership in 2013.  <b>RESOLVED:</b> To fund 50% of membership for 2016 at a cost of £159, to be expended from the Admin . Subscriptions budget.</p>
F013/16	<p><b><u>ACCOUNTS SOFTWARE LICENSE</u></b>  Members considered extending the license for the accounts software to allow independent use by the Asst. Clerk.  <b>RESOLVED:</b> To proceed with arranging the additional license at a cost of £110 this financial year.</p>
F014/16	<p><b><u>ALLOTMENT RENTS</u></b>  Members considered stopping cash and cheque transactions for the renewal of allotment rents from 2017 following the introduction of bank charges for the processing of, in October 2015.  <b>RESOLVED:</b> To proceed with permitting cash/chq/bank transfers for 2016 renewals and bank transfer only, for renewals, from September 2017. New tenants still permitted to pay by cash or cheque for their initial payment.</p>
F015/16	<p><b><u>MATTERS TO BE REPORTED</u></b>  ~ Members considered the expenditure for the purchase of software to assist with the management of HTC projects (i.e. Microsoft Project), for 3 users in the first instance, at an estimated cost of £158 per annum. <b>RESOLVED:</b> To accept the cost.  ~ Members noted the reinstatement of regular window cleaning at Guildhall at a cost of £265 per annum to be expended from the Premises . Maintenance and Consumables.  ~ Members were advised of the date(s) for Apprenticeship interviews and given confirmation of the delegation of the recruitment process to the Clerk in consultation with the Mayor, Deputy Mayor and Chair of F&amp;GP with final appointment ratified by Full Council <b>RESOLVED:</b> To proceed with the interviews on this basis.  ~ Members noted that the NJC has reached agreement on pay awards 2016-2018, to be effective from 1<sup>st</sup> April 2016. New pay scales will be implemented from 1<sup>st</sup> April 2017. The changes will be made in the June 2016 salary, with appropriate back pay.</p>

	<p>“ The Clerk reported on the negotiations regarding the extension/renewal of the lease on the Skate Board Park and confirmed that there was a 2-week period before the submitted Planning application would be validated. The Clerk expected to be in a position to update the Skate Board Working Party at some point in July.</p> <p>“ The Chair also confirmed HTC are in possession of a license for the Putting Green that is acceptable and that the Clerk would be signing and returning the license accordingly.</p> <p>“ Members noted a change in income bond interest rates w.e.f 6<sup>th</sup> June</p>
<b>F016/16</b>	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <p>None</p>
<b>F017/16</b>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the Finance &amp; General Purposes Committee will be held on <b>Tuesday 19<sup>th</sup> July 2016</b> at <b>The Guildhall, Church Street, Harwich</b>, at <b>7.00pm</b>.</p>

The chairman closed the meeting at 8.02pm.

**CHAIRMAN**

**DATE**

**Cllr G Calver**

## APPENDIX A



### **HARWICH TOWN COUNCIL**

The Council Chamber of the Guildhall, Harwich, Essex is available for hire for approved functions such as receptions, conferences, presentations etc. Events involving music or dancing are not permitted.

The charges for the hire of the Council Chamber are as follows:

#### **a) VOLUNTARY ORGANISATIONS WITHIN THE HARWICH AREA**

Monday . Friday:	9am . 2pm	£10 p/hr
	2pm onwards	£15 p/hr

Weekends/Bank Holidays:	£15 p/hr
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#### **b) COMMERCIAL/OTHER ORGANISATIONS**

Monday . Friday:	9am onwards	£30 p/hr
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Weekend/Bank Holidays:	£30 p/hr
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All reasonable requests for use of facilities will be considered. All breakages will be chargeable.

N.B Chargeable time commences immediately hirers or their agents enter the Guildhall to commence preparations and cease once all patrons have left. The hire of the Chamber does not include staff time or host services.

The capacity of the Chamber is max. 50 persons. There are 17 places around the main ⚔shaped tables with a further 33 chairs for general seating.

Reasonable notice for booking the Chamber is required. The decision whether or not a particular function may be held remains at the discretion of the Council, with day-to-day decisions being delegated to the Clerk, in conjunction with the Chair of the F&GP Committee.

Enquiries, bookings and appointments to view should be directed to: The Clerk to the Council on 01255 507211 or by email at [info@harwichtowncouncil.co.uk](mailto:info@harwichtowncouncil.co.uk).