

MINUTES of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street, Harwich
 on **Wednesday 30th November 2016 at 7.04pm**

Present:	Councillors Ashley, B Brown, I Henderson, J Henderson, Morrison, C Powell, F Powell (Sub for M Fowler) and Urwin
In the Chair:	Councillor Calver
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 0 members of the press and Cllr Fay

The Chair welcomed Cllr Urwin to his first F&GP meeting and welcomed Cllr C Powell back after a period of absence due to injury.

F050/16	<u>APOLOGIES FOR ABSENCE</u> Cllrs J Brown and Fowler (Sub F Powell)
F051/16	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> Cllr Calver declared an interest in the grant application for the Harwich Society as he sits on the board of trustees.
F052/16	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the Minutes of the meeting of the Finance & General Purposes Committee meeting held on 15 th September 2016 (previously circulated) be approved by the Chairman and signed as a true record.
F053/16	<u>MATTERS ARISING FROM THE MINUTES</u> None
F054/16	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
F055/16	<u>HARWICH SOCIETY (LIFEBOAT MUSEUM TIMBERFIELDS)</u> RESOLVED: To award £880 s137 grant.
F056/16	<u>HARWICH & DISTRICT SOCIAL STROKE GROUP</u> RESOLVED: To award £500 s137 grant.
F057/16	<u>ARRIVAL OF ST NICHOLAS COMMITTEE</u> RESOLVED: To award £130 s137 grant.
F058/16	<u>ESTATES SUPERVISOR REPORT</u> The Estates Supervisor gave a report of current and impending works. He reported the completion of the external decorating to the Guildhall. The Coat

	<p>of Arms is with the gilder for refurbishment but there has been a delay and the works are expected to be completed in the early part of the new year. The two oak windows in the Mayor's Parlour will require replacing within the next 5 years, as will the toilet block windows. The strimmer is purchased but it's yet to be used, however the markers have been completed for the Dunns Meadow allotment site. Peter is due to meet with a contractor at the putting green tomorrow morning to obtain a quotation for consideration by the Putting Green Working Party when discussing improvements to the onsite facilities. A quotation for surveyor services has been received for the Hill School site, and finally the new noticeboard for Upper Dovercourt is awaiting delivery. Peter reported that there have been comments about the condition of the existing noticeboards but he confirmed that he treats them in accordance with the supplier's guidance. Cllr Ashley recommended a company in Colchester for the replacement of the oak windows.</p>
F059/16	<p><u>HARWICH TOWN CHARTER</u> Members considered a quotation for the repairs and digitalisation of the Harwich Town Charter. The Clerk confirmed the costings and insurance provisions. RESOLVED: To proceed with the repairs and digitalisation at a maximum cost of £591 to be expended from the F&GP – Civic Expenditure budget.</p>
F060/16	<p><u>CHRISTMAS 2016 GUILDHALL CLOSURE</u> Members considered closure of the Guildhall and Council offices over the Christmas period and RESOLVED: To close from 1pm on Friday 23rd December 2016 – 9.30am on Tuesday 3rd January 2017.</p>
F061/16	<p><u>AUTOMATIC DOOR CLOSERS</u> Members considered the purchase of automatic fire door closers for the Guildhall which will enable open doors to be closed automatically on activation of the fire alarm RESOLVED: To proceed with acquiring 4x door closers at a cost of £400 to be expended from the Disabled Access and Guildhall Improvements EMR.</p>
F062/16	<p><u>HEALTH & SAFETY POLICY</u> Members considered amendments to the current policy. RESOLVED: To adopt revised policy.</p>
F063/16	<p><u>EQUALITY & DIVERSITY POLICY</u> RESOLVED: To adopt the policy for Harwich Town Council with the provision that HTC will look to seek training for both staff and members in due course.</p>
F064/16	<p><u>WHISTLEBLOWING POLICY</u> RESOLVED: To adopt the policy for Harwich Town Council.</p>
F065/16	<p><u>BUDGET/PRECEPT 2017/18</u> Members considered the estimates for income and expenditure for the 2017/18 financial year including recommendations to earmarked funds. RESOLVED TO RECOMMEND: that the council precept on Tendring District Council for £170133 (figure after LCTSS grant has been deducted) based on a summary of the detailed figures in Appendix A, having an impact of £32.98 per annum for a Band D council tax payer based on a tax base of 5159 and representing a 3% increase on 2016/17. The justification being that HTC would be able to maintain all current provisions in terms of grant funding,</p>

	<p>Economic Development, Christmas Lights etc.</p> <p>Cllr C Powell proposed a vote of thanks to Lucy for all her hard work in preparing the figures for consideration. Cllr Morrison proposed a vote of thanks to Cllr Calver for the time he's also spent with the Clerk working on the budget preparation.</p> <p>Members were content for the Clerk to inform Veolia Environmental Trust, where a bid for the Skatepark project has been submitted, that it is HTC's proposed intention to put further funds in to the project.</p>
F066/16	<p><u>VIRING UNDERSPENDS AND EARMARKED RESERVES</u></p> <p>Members discussed the requirement to vire necessary underspends and EMRs to facilitate the aforementioned budget proposals, which will be recommended to Full Council later in December.</p> <p>RESOLVED: To authorise the Clerk to vire the necessary underspends and EMRs.</p>
F067/16	<p><u>MATTERS TO BE REPORTED</u></p> <ul style="list-style-type: none"> • The Clerk reported that the Savings interest rate on the Council's Business Saver account will reduce from 0.38% to 0.19% wef 5th December 2016. • The Clerk reported expenditure of £93.27 to replace faulty wall lights on the access ramp at the Hill School Site, to be expended from the Hill School Repairs & Maintenance budget; £14.99 to replace the faulty wall clock in the Clerk's Office, to be expended from the Premises budget; and £80 to purchase a new stair lift battery, to be expended from the Premises budget.
F068/16	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <ul style="list-style-type: none"> • Evaluation form received from The 4th Dovercourt Sea Scouts following grant.
F069/16	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Finance & General Purposes Committee will be held on Tuesday 17th January 2017 at The Guildhall, Church Street, Harwich, at 7.00pm.</p>
F070/16	<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"> • Surveyor at the Hill School Site

The chairman closed the public part of the meeting at 8.22pm.

CHAIRMAN

DATE

Cllr G Calver