

**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 7<sup>th</sup> June 2017 at 7.00pm**

<b>Present:</b>	<b>Councillors B Brown, J Brown, Calver, Fowler, J Henderson, C Powell and F Powell</b>
<b>In the Chair:</b>	<b>Councillor Morrison</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>F001/17</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs McLeod, Urwin
<b>F002/17</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllrs Calver and Fowler declared a non-pecuniary interest in item 12 as trustees of the Harwich Society.
<b>F003/17</b>	<b><u>ELECTION OF VICE-CHAIR</u></b> <b>RESOLVED:</b> To elect Cllr Calver as Vice-Chair of the F&GP Committee for the 2017/18 Municipal Year.
	The Chair took time to thank Cllr Calver for his work in chairing the committee over the past year.
<b>F004/17</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 21 <sup>st</sup> March 2017 (previously circulated) be approved by the Chairman and signed as a true record.
<b>F005/17</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> None
<b>F006/17</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> None
<b>F007/17</b>	<b><u>HARWICH QUAY FIREWORKS</u></b> <b>RESOLVED TO RECOMMEND:</b> To award £1500 s137 grant.
<b>F008/17</b>	<b><u>ESTATES SUPERVISOR REPORT</u></b> The Estates Supervisor reported on recent and impending works to the Council estate, including confirmation that the Crest has been refurbished and refitted; the Charter had been refurbished, digitalised and returned; the annual play inspection had been carried out on the skate par; new noticeboards for the allotments had been purchased; the works to the flagpole were soon to be

	<p>carried out as was the extension of the crazy golf. A company has been sourced to clean the algae off the 'Welcome to Harwich' lettering on the Quay in preparation for the lettering to be repainted.</p> <p>Cllr Calver confirmed that once the flagpole work is complete, this completes the initial phase of the Guildhall refurbishment project.</p>
<b>F009/17</b>	<p><b><u>HILL SCHOOL SITE CONDITION REPORT</u></b></p> <p>Members considered the condition report from the survey of the former Hill School site and discussed priorities for the maintenance of the site. The Chair suggested that the Council start from the top and work downwards.</p> <p>Cllr Calver confirmed that from a financial viewpoint, the roof work to building 3 may take up most of the available budget but there may be few opportunities to achieve these later on. Since it's more likely to acquire smaller pots of money, it would seem sensible to carry out the more major works now.</p> <p>Cllr C Powell proposed the priority job be the roof work to the main Boxing Club building. Cllr Henderson suggested the tenants look to seek funding from CIF or other bodies to assist with completion of the works.</p> <p><b>RESOLVED:</b> To proceed with the roof work to the main Boxing Club building and then decide on the next priorities when the quotations for this work are considered.</p>
<b>F010/17</b>	<p><b><u>GUILDHALL HIRE CHARGES</u></b></p> <p>Members discussed revising the hire charges for the Guildhall.</p> <p><b>RESOLVED:</b> Retain prices as last year.</p> <p>Members also discussed whether to charge a nominal amount to cover refreshments for those who were given free use of the Chamber. The Clerk confirmed that in providing the hot water cylinder, this placed a cost on the Council and there were a few hirers were now requesting use of AV equipment also. The Chair suggested that if HTC host a meeting and a member is present, the hire charge should be waived and teas/coffees would be complementary. Cllr Henderson felt all charges should be waived for other authorities. Cllr Calver stated that free use should only be during working hours as to accommodate outside of these hours, would place a financial burden in additional staffing costs.</p> <p>Cllr Henderson suggested that any groups under 10 persons should be free and over 10 should be charged £10 but clarified that for those who were given free use, all refreshments should also be free. Cllr Calver confirmed that those who pay to use the Chamber wouldn't pay additionally for refreshments in any case.</p> <p>Cllr Calver suggested we be mindful of the situation and ask the Clerk to bring it to the committee's attention if it becomes a drain on Council resources.</p> <p><b>FURTHER RESOLVED:</b> To note the concerns raised but to decline to impose a charge at this time, and ask the Clerk to monitor the situation and refer back to the committee.</p>
<b>F011/17</b>	<p><b><u>SKATE PARK ANNUAL PLAY INSPECTION</u></b></p> <p>Members considered the play inspection report for the Skate Park in conjunction with the quotation for the maintenance works.</p> <p>Cllr Brown</p> <p><b>RESOLVED:</b> To accept the report and proceed with the works at a cost of £646 to be expended from the Leisure – Skatepark Rent &amp; Maintenance budget.</p>

<b>F012/17</b>	<p><b><u>VISIT ESSEX MEMBERSHIP</u></b>  Members considered part-funding the Harwich Society's membership to Visit Essex for 2017 following the termination of Harwich Town Council's membership in 2013.  <b>RESOLVED:</b> To fund 50% of membership for 2017 at an anticipated cost of no more than £160 to be expended from the Admin-Subscriptions budget.</p>
<b>F013/17</b>	<p><b><u>MATTERS TO BE REPORTED</u></b>  • The Clerk confirmed that the Charter has now been restored, digitalised and returned to the Guildhall and the total cost was £447.50. Cllr Calver informed members that a quotation had been requested for the reproduction of part of the Charter that HTC can display in the hallway of the Guildhall. The Clerk confirmed she was still awaiting the quote.</p>
<b>F014/17</b>	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b>  • Letter of thanks received from The Harwich International Shanty Festival following a grants in April 2017.</p>
<b>F015/17</b>	<p><b><u>DATE OF NEXT MEETING</u></b>  The next meeting of the Finance &amp; General Purposes Committee will be held on <b>11<sup>th</sup> July 2017</b> at <b>The Guildhall, Church Street, Harwich</b>, at <b>7.00pm</b>.</p>

The chairman closed the meeting at 7.55pm.

**CHAIRMAN**

**DATE**