

MINUTES of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street, Harwich
 on
Tuesday 19th September 2017 at 7.00pm

Present:	Councillors B Brown, Calver, Fowler, J Henderson, C Powell, F Powell and Urwin
In the Chair:	Councillor Morrison
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 0 members of the press, Briony Burrows (Administration Assistant), Cllr Smith and Mark Clogg of Maverick Industries

F034/17	<u>APOLOGIES FOR ABSENCE</u> Cllrs J Brown and McLeod
F035/17	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
	<p>The Chair invited Mark Clogg, of Maverick Industries, to provide an update on the amended design for the skate park project following a meeting earlier in the day with members of the Skate Park Working Party. The revisions, which will improve the aesthetics of the new park, will include the removal of the handrail and increased landscaping, plus the addition of grind benches and litter bins. The revisions also accommodate works which are needed to re-route a storm water drain for which, all costs are to be borne by Maverick. These works will run alongside the main construction project and take approx. 2 weeks to complete.</p> <p>Mark also briefed members on the process of the construction, which is expected to take about 12 weeks, and the protocols and health and safety measures to be taken prior to and during the build.</p> <p>Mark said they would need access to water and Cllr Henderson suggested contacting Steve Gove at TDC to check access points. Mark also confirmed that Maverick act as Principal Designer, which satisfies the compliance requirements of the CDM Regulations 2015, so this takes the onus away from the Council and places it onto them. The PD role replaces the former CDM Co-ordinator role.</p> <p>Cllr Brown asked if the steel elements would be galvanised. Mark confirmed yes, all exposed steel would be and any steel that is under the concrete, will be embedded sufficiently deep to be protected. Cllr C Powell asked about</p>

	potential problems with the re-routing of the SWD. Mark confirmed that there is a build exclusion zone around the park and their contractors are Anglian Water-approved.
F036/17	<p><u>MINUTES OF THE LAST MEETING</u></p> <p>RESOLVED: That the Minutes of the meeting of the Finance & General Purposes Committee meeting held on 7th June 2017 (previously circulated) be approved by the Chairman and signed as a true record.</p> <p>FURTHER RESOLVED: That the Minutes of the Extraordinary meeting of the Finance & General Purposes Committee meeting held on 24th July 2017 (previously circulated) be approved by the Chairman and signed as a true record.</p>
F037/17	<p><u>MATTERS ARISING FROM THE MINUTES</u></p> <p>None</p>
F038/17	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></p> <p>None</p>
F039/17	<p><u>ESTATES SUPERVISOR REPORT</u></p> <p>Estates Supervisor, Peter Barrenger, updated members on impending works including confirmation of the completion of the periodic electrical inspections at the Hill School site. Two quotes have been received from roofers for Building 1 and he is in the throes of obtaining quotes for their removal as this would be a separate contractor from that which carries out the re-roofing. He informed members that the RNLi who currently occupy the store hut next to Building 1, has expressed their intention to vacate and has made arrangements to clear it accordingly. Peter suggested removing the hut completely since it was rather dilapidated and served little other purpose. Cllr asked if members would be minded to agree on the removal of the store hut completely since it would not incur any cost to the Council. Members agreed. Peter informed members that the old crazy golf will now not be going to Acorn Village as expected and that he's asked TDC to remove it as they usually would at the end of the season.</p>
F040/17	<p><u>SKATEPARK REFURBISHMENT PROJECT</u></p> <p>Cllr Henderson and the Clerk briefed members on the progress taken to bring the project to fruition. Members thanked all staff for their efforts and hard work since there was still a significant amount of work to be carried out before the build can commence. Cllr Henderson also thanked the Asst. Clerk for picking up on the final aspect of funding in the Clerk's absence. Members perused the T&Cs of the Sport England award and discussed appropriate signatories and contacts and it was RESOLVED: to accept the terms of the award and appoint the Clerk and the Chair of the F&GP committee as signatory and counter-signatory, respectively, for the claim forms, and appoint the Clerk as main project contact and the contact for remittances and the Estates Supervisor as contact for Monitoring & Evaluation.</p> <p>Members further considered the quotation received from the preferred contractor to hold a launch event following completion of the refurbishment project. RESOLVED: To accept the quotation of £2000 from Maverick Industries to be expended from the Economic Development budget.</p>

F041/17	<p><u>SOCIAL MEDIA POLICY</u> RESOVLED: To adopt the Social Media Policy for Harwich Town Council.</p>
F042/17	<p><u>CONSUMABLES FOR THE HILL SCHOOL SITE</u> Estates Supervisor, Peter Barrenger, informed members that it would be worth purchasing a set of drain rods and heavy-duty hose so that any blockages can be cleared in-house rather than needing to call a company out. RESOLVED: To purchase the necessary items at a cost of £70.83 to be expended from the Hill School budget.</p>
F043/17	<p><u>PUTTING GREEN HUT</u> Estates Supervisor, Peter Barrenger, informed members that the Putting green was in need of some general maintenance, which would need carrying out every 2 years. The costs for carrying out the works were considered during confidential business. RESOLVED: To proceed with the necessary maintenance works.</p>
F044/17	<p><u>TOWN GUIDE 2018</u> Members gave consideration to producing a 2018 Town Guide. Cllr Henderson felt it was a lot of work for the staff and didn't benefit tourists, only residents, who already know the information that's contained within it. Cllr Calver said this would need to be member led. Cllr Calver proposed we proceed with the guide on the condition that 3 members would come forward and agree to carry out the work involved. Cllr Urwin volunteered his time and the Clerk was asked to send an email to all members of the council requesting volunteers. RESOLVED: To proceed on the above condition.</p>
F045/17	<p><u>CHARTER PRINTING</u> Members gave consideration to printing sections of the 1604 Charter for display in the Guildhall. RESOVLED: to print 2 complete sets of 2 sections of the charter, i.e. 4 prints at the cost of £38 per print to be expended from the F&GP – Civic Expenditure budget.</p>
F046/17	<p><u>SKATE PARK LEASE</u> Members discussed the draft Deed of Surrender and draft lease to extend the tenure as licensee for the land on which the skate park sits. The new lease mirrors the existing one with the exception of the additional responsibility of the maintenance of the floodlights which surround the park, being placed on the Council. There would be no additional budget provision required and TDC will bring all lights up to standard and pay the ongoing electricity costs. The motion to seal the lease will be made at an Extraordinary meeting of the Council on 26th September. The Clerk informed members of a couple of proposed amendments to the lease, which had been discussed and agreed with TDC, as licensor, and Cllr Calver proposed the terms are accepted on condition that any anomalies are dealt with at the satisfaction of the Clerk in consultation with the chair of F&GP prior to the final version being signed and sealed. RESOLVED: To accept the terms of the Deed of Surrender and new lease.</p>
F047/17	<p><u>ELECTRICAL INSPECTIONS AT THE HILL SCHOOL SITE</u> Members considered the costs to proceed with the necessary electrical works required to the following premises, following the recent periodic inspection.</p>

	<ul style="list-style-type: none"> • HABC £1120 • HDMA £695 • DTG £2800 <p>RESOLVED: To proceed with the works to the HABC and HDMA accordingly and RESOVLED TO RECOMMEND: To proceed with the works at the DTG.</p>
F048/17	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <p>None</p>
F049/17	<p><u>MATTERS TO BE REPORTED</u></p> <ul style="list-style-type: none"> • The Clerk advised that Evaluation forms had been received from the Grand Theatre of Lemmings and Teen Talk and a letter of thank had been received from the Harwich Quay Fireworks following recent s137 grants. • Members noted £45 had been expended from the Training budget to facilitate Clerk's training on the GDPR (General Data Protection Regulation). • Members noted £139 expenditure from the ICT budget in purchasing 2x 2TB removable storage drives as recommended, following recent works to the server. • Members noted £76.80 expenditure from the F&GP General Fund in respect of land searches to establish ownership of land of Willow Way and KGA allotment sites as part of the key priority for this year. • Members noted £40.25 expenditure from the General Budget for repairs to the K6 Phone Box • The Clerk notified members of the new General Data Protection Regulations which will come into force on 25th May 2018, and which will impact on local authorities. • The Clerk informed members that HTC had been given permission to erect temporary notices at the Skate park to advise of forthcoming works on condition that they are safe and safely erected, are taken down promptly, are polite and relate only to the work, positions are discussed with the Leisure Centre Manager in advance, HTC indemnifies TDC against any claim loss or expense in relation to the signs, and any damage is made good on removal. Members RESOLVED: To accept the conditions.
F050/17	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Finance & General Purposes Committee will be held on 29th November 2017 at The Guildhall, Church Street, Harwich, at 7.00pm.</p>
F051/17	<p><u>EXCLUSION OF 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-mention business:</p> <ul style="list-style-type: none"> • Guildhall Cleaners • Putting Green Maintenance • Removal of Skatepark

The chairman closed the public part of the meeting at 20.45pm.

CHAIRMAN

DATE