

**MINUTES of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Tuesday 28<sup>th</sup> November 2017 at 7.20pm**

<b>Present:</b>	<b>Councillors B Brown, J Brown, Calver, Fowler, J Henderson and C 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>F055/17</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs McLeod, F Powell and Urwin
<b>F056/17</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllrs Calver and Fowler declared an interest in the Harwich Society grant application as they are both trustees.
<b>F057/17</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 19 <sup>th</sup> September 2017 (previously circulated) be approved by the Chairman and signed as a true record.
<b>F058/17</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> None
<b>F059/17</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> None
<b>F060/17</b>	<b><u>THE ARK CENTRE</u></b> <b>RESOLVED:</b> To award £800 s137 grant.
<b>F061/17</b>	<b><u>HARWICH IN BLOOM</u></b> <b>RESOLVED TO RECOMMEND:</b> To award £3000 s137 grant from the 2018/19 budget allocation
<b>F062/17</b>	<b><u>CREATE</u></b> <b>RESOLVED:</b> To award £1000 s137 grant.

F063/17	<p><b><u>CVST</u></b>  <b>RESOLVED TO RECOMMEND:</b> To award £4000 s137 grant towards the kitchen refurbishment.</p>
F064/17	<p><b><u>ARRIVAL OF ST NICHOLAS</u></b>  <b>RESOLVED:</b> To award £120 s137 grant.</p>
F065/17	<p><b><u>ESTATES SUPERVISOR REPORT</u></b>  Estates Supervisor, Peter Barrenger, updated members on impending works including that the skate park refurbishment is progressing nicely with an expected completion date of 7<sup>th</sup> December, except for the drainpipe diversion, which will be completed after that date.  The electrical works are complete at the Hill School site; the former RNLI storage unit is now cleared and the roof removed, the disabled toilet on the site is in need of maintenance, Putting Green hut has undergone minor maintenance and TDC has removed the old Crazy Golf. He's carried out some minor repairs to the civic robes and note that some are beyond repair. The Christmas lights are working along the Quay and he's re-set the new timer that TDC installed in one of the lamp columns on the High Street. He's also checking at least one of the others as he's concerned it's not been set correctly. He confirmed the remotes all work ok though. Contact has been made with the English Heritage Trust for funding to replace some windows at the Guildhall (Parlour and rear extension)</p>
F066/17	<p><b><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></b>  Following an independent review of the bank reconciliation, bank statements and accounting reports on 19<sup>th</sup> October, Cllr Fowler confirmed to members that she'd checked a random sample of invoices and payments to check and that all was in order and there were no areas of concern.</p>
F067/17	<p><b><u>SOCIAL MEDIA GUIDELINES FOR MEMBERS</u></b>  <b>RESOVLED:</b> To adopt the Social Media Guidelines for Harwich Town Council with an amendment to point 6 of the 'Do's and Don'ts' to include Council meetings.</p>
F068/17	<p><b><u>HILL SCHOOL SITE SIGNAGE</u></b>  Members discussed the ongoing issues with parking in Manor Lane  <b>RESOLVED:</b> To purchase 1 additional sign at a cost of £48 to be expended from the Hill School budget. The wording will replicate that which is currently displayed.</p>
F069/17	<p><b><u>HILL SCHOOL SITE STORAGE UNIT</u></b>  Estates Supervisor, Peter Barrenger, provided members with a few options for the future use of the former RNLI storage unit, which included:</p> <ol style="list-style-type: none"> <li>1. Re-roof at an estimated cost of £300 for materials,</li> <li>2. Demolish at an estimated cost of £130 for a skip,</li> <li>3. Do nothing at no cost.</li> </ol> <p>Peter informed members that the unit could be useful in storing items of equipment which are needed for the site.  <b>RESOLVED:</b> To proceed with option 1 at a cost of £300 to be expended from the Hill School budget.</p>

	<p><b><u>DISABLED TOILET</u></b>  Peter informed members that the disabled access toilet was in need of general maintenance.  <b>RESOLVED:</b> To proceed with the necessary maintenance at an estimated cost of £50 for materials, to be expended from the Hill School budget.</p>
F070/17	<p><b><u>CHRISTMAS 2017 GUILDHALL CLOSURE</u></b>  Members considered closure of the Guildhall and Council offices over the Christmas period and <b>RESOLVED:</b> To close from 1pm on Friday 22<sup>nd</sup> December 2017 – 9.30am on Tuesday 2<sup>nd</sup> January 2018.</p>
F071/17	<p><b><u>YEAR END CLOSEDOWN (ANNUAL RETURN)</u></b>  Members considered contracting the services of RBS Rialtas to conduct the Accounts Year end closedown procedure.  <b>RESOLVED:</b> To proceed with arranging the services at a cost of £515 plus 45ppm mileage to be expended from the Administration – Software Support budget.</p>
F072/17	<p><b><u>PAYROLL SERVICES</u></b>  In considering the services provided over the last financial year, members <b>RESOLVED:</b> to renew the contract for payroll services with Ladywell Accountancy for the 2018/19 financial year at a cost of £480 to be expended from the Administration – Subscription/Fees budget.</p>
F073/17	<p><b><u>FINANCIAL GIFT</u></b>  Members noted receipt of £1400 from the former Harwich &amp; District Crime Prevention Panel and <b>RESOLVED:</b> to accept, own and administer the capital gift of money on the understanding that this would be utilised on projects that benefit local youth and in the meantime would be invested in the Council's Active Saver Account and earmarked accordingly.</p>
F074/17	<p><b><u>CIVIC ROBES</u></b>  Estates Supervisor, Peter Barrenger, gave members and update on the current provision of civic robes and their condition. He confirmed there are 16 councillors robes, of which 4 are in need of replacing completely and 5 which have real fur on. The costs of cleaning, replacing the fur and replacing completely were provided and discussed.  <b>RESOLVED:</b> To purchase 2x new Panama Polyester robes at 42" length with fake fur at a cost of £633.40 each plus £12.50 delivery.</p>
F075/17	<p><b><u>WATER AND WASTES SERVICES</u></b>  The Clerk informed members that since the changes came in force that opened up the market to competitive waste and water services, she had been looking for the best deal. She informed members that with the changes, the 2 wastes contracts (Guildhall and Hill School Site) had been moved over to Anglian Water, with the water contracts remaining with Affinity Water, which caused additional administration and twice as many invoices.  <b>RESOLVED:</b> To move the two waste contracts back to Affinity water which would mean all of the Council's supplies were with Affinity, who were the most competitively priced supplier.</p>
F076/17	<p><b><u>VIREMENT</u></b>  The Clerk informed members that due to an invoice being less than expected on the Crazy Golf project, there was a residual £236.11 in the EMR.</p>

	<b>RESOLVED:</b> To vire the remaining balance into the ICT EMR
<b>F077/17</b>	<p><b><u>BUDGET/PRECEPT 2018/189</u></b></p> <p>Members considered the estimates for income and expenditure for the 2018/19 financial year including recommendations to earmarked funds.</p> <p><b>RESOLVED TO RECOMMEND:</b> that the council precept on Tendring District Council for £185974 (figure after LCTSS grant has been deducted), having an impact of £34.41 per annum for a Band D council tax payer based on an expected tax base of 5404 and representing a 4.34% increase on 2017/18. The justification being that HTC would be able to maintain all current provisions and would only cost a Band D householder 66p per week.</p>
<b>F078/17</b>	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <p>Cllr Fowler gave an update on behalf of Cllr I Henderson to inform members that the Tourism Group has been offered £7k from Harwich Haven Authority to update the Historic Harwich website to include all the events which are usually featured in the Town Guide.</p>
<b>F079/17</b>	<p><b><u>MATTERS TO BE REPORTED</u></b></p> <ul style="list-style-type: none"> <li>• Letter of thanks and Evaluation form received from the H&amp;D Indoor Bowls Club following grant. Members authorised the applicant to retain £5 underspend of grant towards another wheelchair.</li> <li>• Members approved the cost incurred (£63) in purchasing the Charles Arnold Baker 10<sup>th</sup> Edition book, to be expended from the Stationery budget.</li> <li>• Members noted receipt of £78.34 which had been received from Nylon Cactus following liquidation of the company.</li> <li>• Members noted renewal of BT contracts for Cloud phone services, line rental and broadband services. The Clerk informed members that the line rental/Broadband service costs would increase but this was a more cost-effective way of managing the account since it provided unlimited internet usage, which was now being utilised more by hirers of the Chamber, and the cost of going over limit far exceed that of the increased package. The Chair asked members if the issue of charges for internet usage for hirers could be discussed at the next meeting.</li> <li>• The Clerk informed members that an Evaluation form had been received from the Harwich &amp; District Social Stroke Group and they would shortly be submitting a further application for grant funding.</li> </ul>
<b>F080/17</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>Thursday 4th January 2018 at The Guildhall, Church Street, Harwich, at 7.00pm.</b></p>
<b>F081/17</b>	<p><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b></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"> <li>• Boxing Club Roof Repairs</li> <li>• Salary Review</li> </ul>

The chairman closed the public part of the meeting at 9.04pm.

**CHAIRMAN**

**DATE**