

**MINUTES of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Thursday 4<sup>th</sup> January 2018 at 7.02pm**

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| <b>Present:</b>      | <b>Councillors B Brown, Calver, Fowler, J Henderson, McLeod, C Powell, F Powell and Urwin.</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>  |

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| <b>F084/17</b> | <b><u>APOLOGIES FOR ABSENCE</u></b><br>Cllr J Brown   |
| <b>F086/17</b> | <b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b><br>None  |
| <b>F087/17</b> | <b><u>MINUTES OF THE LAST MEETING</u></b><br><b>RESOLVED:</b> That the Minutes and Confidential Minutes of the meeting of the Finance & General Purposes Committee meeting held on 28 <sup>th</sup> November 2017 (previously circulated) be approved by the Chairman and signed as a true record.  |
| <b>F088/17</b> | <b><u>MATTERS ARISING FROM THE MINUTES</u></b> <ul style="list-style-type: none"> <li>• F068/17 – The Chairman reported that new signage had been erected at the Hill School site regarding parking in Manor Lane</li> <li>• F073/17 – Members confirmed receipt of £1406.41 from the former Harwich &amp; District Crime Prevention Panel. Monies have been earmarked for Youth projects.</li> </ul> |
| <b>F089/17</b> | <b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b><br>None   |
| <b>F090/17</b> | <b><u>HARWICH &amp; DISTRICT SOCIAL STROKE GROUP</u></b><br><b>RESOLVED:</b> To award £500 s137 grant.  |
| <b>F091/17</b> | <b><u>DOVERCOURT THEATRE GROUP</u></b><br><b>RESOLVED:</b> To award £850 s137 grant.  |

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| F092/17 | <p><b><u>ESTATES SUPERVISOR REPORT</u></b><br/> Estates Supervisor, Peter Barrenger, previously confirmed that there was nothing to report since the previous meeting and having given members the opportunity to raise any questions, there were none.</p>  |
| F093/17 | <p><b><u>LEISURE SEASON ANALYSIS 2017</u></b><br/> Members considered the income and expenditure for the 2017 season along with a report with recommendations from former Leisure attendant, Philip Hutchings in relation to opening times, pricing and additional improvements. Cllr Calver said the data has been helpful but since the improvements were made part way through the season, it was hard to assess its full impact but added that it was evident that there is no benefit in opening before 11am and remaining open after 5pm, nor was it worth opening in September as the demand wasn't there. He felt it that to reduce the opening time and end the season once the schools go back would go some way to mitigating the losses. There was further discussion about the season start and end dates and the pattern of opening amongst members. It was then <b>RESOLVED:</b> that the opening hours are reduced by 1 hour to 11am – 5pm and that for 2018 the season starts on the Good Friday and ends on 2<sup>nd</sup> September with the opening pattern reflecting that of 2017 (Easter (30<sup>th</sup> Mar-15<sup>th</sup> Apr); Spring BH weekend (5<sup>th</sup> -7<sup>th</sup> May), Spring Half term (26<sup>th</sup> May – 3<sup>rd</sup> Jun), weekends from May and full opening from 21<sup>st</sup> Jul – 2<sup>nd</sup> Sep).<br/> <b>FURTHER RESOLVED:</b> To defer consideration of the pricing until the next meeting.<br/> Members further considered additional improvements for the site and discussed options including outdoor table tennis. It was agreed to defer further consideration until the ground has settled and has been adequately levelled.<br/> <b>Members thanked both the Clerk and Philip Hutchings for their assistance in compiling the data and taking the time to put together the recommendations. The Clerk agreed to write to Mr Hutchings.</b></p> |
| F094/17 | <p><b><u>CCTV MAINTENANCE</u></b><br/> <b>RESOVLED:</b> To renew the maintenance contract for 2018/19 with current provider at a cost of £169 to be expended from the Hill School Repairs &amp; Maintenance budget.</p>  |
| F095/17 | <p><b><u>CHAMBER HIRE CHARGES</u></b><br/> Members considered whether to implement charges and conditions of use for the provision of Wi-Fi when hiring out the Council Chamber.<br/> The Clerk confirmed that the Council is in the throes of moving over from a capped usage to unlimited and that previously capping was sufficient but with the increased interest in outside hirers of the Chamber, the Wi-Fi usage had been increased considerably and was incurring substantial charges.<br/> There was considerable discussion amongst members about charging levels and restrictions and it was <b>RESOLVED:</b> To implement a standard £5 charge to all hirers for Wi-Fi and to review after 6 months and reassess if necessary.</p>  |
| F096/17 | <p><b><u>COUNCIL INSURANCE</u></b><br/> The Clerk asked members to consider whether to insure the new skate park for material damage as this wasn't compulsory according to the Council's insurers. The Clerk confirmed she'd made enquiries with the skate park contractors for a valuation and sought confirmation from the insurers that the premium wouldn't increase.</p>   |

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|                | <b>RESOLVED to Recommend:</b> To insure the new skate park against material damage for £75k.   |
| <b>F097/17</b> | <b><u>INTRUDER ALARM SENSOR</u></b><br>Members considered the cost of replacing an old redundant window sensor with a new Pyronix PIR.<br><b>RESOLVED:</b> To proceed at a cost of £130 to be expended from the Premises budget. |
| <b>F098/17</b> | <b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b><br>None  |
| <b>F099/17</b> | <b><u>MATTERS TO BE REPORTED</u></b><br>• Members approved expenditure of £79 on purchasing a Salt spreader to be expended from the Hill School maintenance budget.  |
| <b>F100/17</b> | <b><u>DATE OF NEXT MEETING</u></b><br>The next meeting of the Finance & General Purposes Committee will be held on <b>Tuesday 6th March 2018</b> at <b>The Guildhall, Church Street, Harwich</b> , at <b>7.00pm</b> .            |

The chairman closed the meeting at 8.09pm.

**CHAIRMAN**

**DATE**