

MINUTES of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street, Harwich
 on
Tuesday 6th March 2018 at 7.01pm

Present:	Councillors B Brown, J Brown, Calver, J Henderson, McLeod, 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 and Cllr Fay

F105/17	<u>APOLOGIES FOR ABSENCE</u> Cllr Fowler
F106/17	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> Cllr McLeod declared a non-pecuniary interest in the application for the Harwich Festival of the Arts as he is a member of the committee.
F107/17	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the Minutes of the meeting of the Finance & General Purposes Committee meeting held on 4 th January 2018 (previously circulated) be approved by the Chairman and signed as a true record. FURTHER RESOLVED: That the Minutes of the Extraordinary meeting of the Finance & General Purposes Committee meeting held on 23 rd January 2018 (previously circulated) be approved by the Chairman and signed as a true record.
F108/17	<u>MATTERS ARISING FROM THE MINUTES</u> None
F109/17	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> • MIN F062/17 – Members noted receipt of decline of S137 grant from CREATE and return of funds.
F110/17	<u>HARWICH FESTIVAL OF THE ARTS</u> RESOLVED to RECOMMEND: To award £4400 s137 grant from the 2018/19 budget allocation.
F111/17	<u>DOVERCOURT RC CHURCH 'OUR LADY QUEEN OF HEAVEN'</u> RESOLVED: To decline to offer a grant and advise the applicant that the

	committee didn't feel there was sufficient benefit to the local community to warrant HTC's direct support. Point them again in the direction of the alternative source of funding originally suggested by the Clerk.
F112/17	<p><u>VIRING FUNDS</u></p> <p>Cllr Calver briefed members on future commitments that the Council might like to consider putting funds away for.</p> <p>RESOLVED: To create new EMRs for GDPR compliance, Christmas Lights and Putting Green improvements then vire £3749 From the Grants budget; £3751 From the Economic Development budget and £1k From the External Support Contingency Fund to the GDPR EMR (£500); Christmas Lights EMR (£3k) and Putting Green Improvements EMR (£5k)</p>
F113/17	<p><u>ESTATES SUPERVISOR REPORT</u></p> <p>There was no report given at the meeting and no questions asked.</p>
F114/17	<p><u>LEISURE SEASON 2018</u></p> <p>Members reviewed prices for the facilities on the Council-run site.</p> <p>RESOVLED: To apply the prices as follows: Putting Green: £2.50 Adults; £1.50 Juniors Crazy Golf: £2.50 Adults; £1.50 Juniors Petanque: £3p/hr Combined Ticket: £4 Adults; £2 Juniors</p>
F115/17	<p><u>REQUEST FOR USE OF PUTTING GREENS</u></p> <p>Members considered a request from Simply Skate, to make use of the land adjacent to the Petanque area for the purposes of hosting the 2018 Comic Con event on 24th June.</p> <p>Some members raised concern over vehicles being allowed to be sited on the grassed are in case it damages the greens but it was agreed that the Council should look to accommodate where it can and wouldn't wish not to support a local event that could encourage tourists to the area. There was discussion about the draft licence for the grounds, which includes provision for the Council to work with third parties and Cllr Calver suggested that if it can be demonstrated that we can work with them, this will avoid any need for it to become enforceable in the licence.</p> <p>proposes</p> <p>RESOLVED: To grant the request and confirm that HTC is happy for the land to be used for the event but not for the siting of vehicles, and that there should always be the conditions that should any damage be done to the site, that it immediately be repaired by TDC at the applicant's expense.</p>
F116/17	<p><u>KEYHOLDER AND ALARM RESPONSE SERVICES</u></p> <p>Members considered renewing the contract with Oakpark Security for key holder and alarm response services for the Guildhall for the 2018/19 Financial Year.</p> <p>RESOLVED: To renew the contract for 2018/19 at the cost of £199.80 to be expended from the Premises budget.</p>
F117/17	<p><u>GUILDHALL WINDOW CONSENTS</u></p> <p>Ref MIN 115/17 – Members considered whether to proceed with a Building Regulations application for the refurbishment of the Guildhall windows which is required to enable a funding application to be made to the Essex Heritage</p>

	<p>Trust at a cost of £83.33 upon application and £108.33 upon commencement of works.</p> <p>RESOLVED: To proceed with making the application, expending from the Guildhall Improvements EMR</p>
F118/17	<p><u>SKATEPARK BOUNDARY LANDSCAPING</u></p> <p>Members considered the cost of purchasing sufficient GrassLok to cover an area 45M2 to the northern boundary of the skatepark to assist with repair of the grass, at a cost of £585 to be front funded by Harwich Town Council and claimed back from Tendring District Council using s106 monies. The Clerk confirmed that the Estates Supervisor would not be able to carry out the works until w/c 9th April.</p> <p>RESOLVED: To agree to front fund the purchase of materials and submit an S106 claim for reimbursement.</p>
F119/17	<p><u>LITTER PICKING SERVICES</u></p> <p>Members reviewed the services by Veolia Environmental for the litter picking at the Skate park in conjunction with the quotation for 2018/19, which constituted a £17 increase on the current year.</p> <p>RESOLVED: To renew the contract at a cost of £444 with Veolia Environmental Services to be expended from the Leisure Budget.</p>
F120/17	<p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></p> <p>Deferred until the next meeting since Cllr Fowler was absent.</p>
F121/17	<p><u>GENERAL DATA PROTECTION REGULATIONS (GDPR)</u></p> <p>The Clerk gave members an update on the impending changes to Data Protection legislation, which will become effective from May 2018.</p> <p>RESOLVED: To authorise necessary expenditure to enable compliance.</p>
F122/17	<p><u>FINANCIAL REGULATIONS</u></p> <p>Members reviewed the existing Financial Regulations and agreed they were still fit for purposes and didn't require any amendment.</p> <p>RESOVLED: To adopt Financial Regulations in their entirety.</p>
F123/17	<p><u>FINANCIAL RISK ASSESSMENT AND SYSTEM OF INTERNAL CONTROL</u></p> <p>Members reviewed the Financial Risk Assessment conducted by the RFO and the measures put in place to mitigate any risk (Statement of Internal Control).</p> <p>RESOLVED: To accept the Financial Risk Assessment in conjunction with the Statement of Internal Control and agree that the systems in place for the prevention and detection of fraud were adequate.</p>
F124/17	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <p>Members noted receipt of the following correspondence:</p> <ul style="list-style-type: none"> • Letter of thanks for grant from the Harwich & District Social Stroke Group • Evaluation form from Harwich Festival of the Arts following a grant in 2017 • Notification of changes to NS&I Terms & Conditions • Notification of tender for CCTV maintenance contract
F125/17	<p><u>MATTERS TO BE REPORTED</u></p> <ul style="list-style-type: none"> • Members approved expenditure of £25 from the Training budget for Clerk to join a GDPR webinar hosted by RBS Software.

F126/17	<p><u>DATE OF NEXT MEETING</u> The next meeting of the Finance & General Purposes Committee will be held on a date to be confirmed at The Guildhall, Church Street, Harwich, at 7.00pm.</p>
F127/17	<p><u>EXCLUSION OF PUBLIC AND PRESS</u> 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"> • Shuttle Buses

The chairman closed the public part of the meeting at 8.08pm.

CHAIRMAN

DATE