

MINUTES of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street, Harwich
 on
Thursday 21st June 2018 at 7.03pm

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| Present: | Councillors Ashley, B Brown, Calver, Fowler, J Henderson, C Powell, F Powell, Smith (Sub for Urwin) and Todd. |
| In the Chair: | Councillor Morrison |
| Clerk: | Ms Lucy Ballard |
| Also present: | 1 member of the public, 0 members of the press |

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| F005/18 | <u>APOLOGIES FOR ABSENCE</u> Cllr Urwin |
| F006/18 | <u>DECLARATIONS OF MEMBERS' INTERESTS</u> Cllr Fowler declared a personal interest in item 7 as the person who wrote the application is a family friend and Item 18 as she's a trustee of the Fellowship of the Sick. |
| F007/18 | <u>ELECTION OF VICE-CHAIR</u> RESOLVED: To elect Cllr Calver as Vice-Chair of the F&GP Committee for the 2018/19 Municipal Year. |
| F008/18 | <u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the Minutes and Confidential Minutes of the meeting of the Finance & General Purposes Committee meeting held on 6 th March 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 18 th May 2018 (previously circulated) be approved by the Chairman and signed as a true record. |
| F009/18 | <u>MATTERS ARISING FROM THE MINUTES</u> None |
| F010/18 | <u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None |
| F011/18 | <u>HARWICH QUAY FIREWORKS</u> RESOLVED to RECOMMEND: To award £1500 s137 grant. |
| F012/18 | <u>DOVERCOURT BOWLING CLUB</u> RESOLVED to RECOMMEND: To award £1500 s137 grant. |

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| | Suggestions were made to explore other avenues of financial support, including The Big Society or Community Initiatives Fund. |
| F013/18 | <u>DOVERCOURT RC CHURCH ‘OUR LADY QUEEN OF HEAVEN’</u> The Clerk confirmed that having communicated with the application, she learned that the works for which the application was made, have now been completed. RESOLVED: That the applicant was no longer eligible as the works have been completed and paid for. |
| F014/18 | <u>PHAROS TRUST – LV18</u> RESOLVED: To award £1000 s137 grant. |
| F015/18 | <u>DOVERCOURT THEATRE GROUP</u> RESOLVED to RECOMMEND: To award £1375 s137 grant. |
| F016/18 | <u>ESTATES SUPERVISOR REPORT</u> The Estates Supervisor’s report was circulated to members prior to the meeting. There were no questions. |
| F017/18 | <u>GUILDHALL HIRE CHARGES</u> Members discussed revising the hire charges for the Guildhall and whether to retain the charge for the use of Wi-Fi. RESOLVED: Retain prices as last year including the Wi-Fi charge. |
| F018/18 | <u>GUILDHALL LEAFLET</u> Members considered a range of photographs to be included in the revamped Guildhall leaflet. Members discussed the virtues of producing the leaflet in other languages and the idea to produce these on sheets to be handed out to visitors as they arrive, was considered. Cllr Fowler suggested the printing company are consulted with over the design. GC said get the leaflet translated into various languages (main European languages – ask Cllr Urwin) to keep in the Guildhall. RESOLVED: To select pictures 1,3,9,15,22 and 23 and to proceed with the purchase of 5000 leaflets at a cost of £310 to be expended from the Economic Development budget. And to seek to produce a reduced version of the leaflet in-house in other languages, to be discussed with Cllr Urwin. |
| F019/18 | <u>INDEPENDENT REVIEW OF THE ACCOUNTS</u> Cllr Fowler reported her findings following a review of the accounts on 19 th February and 29 th May. She reported that everything appeared to be in order. The Chairman gave her thanks to Cllr Fowler for her time. |
| F020/18 | <u>PUTTING GREEN VOUCHERS</u> Members reviewed the Putting Green voucher policy, which was created following a request for a raffle prize in early 2017 (MIN 106/16). RESOLVED: To remove the requirement for the applicant to have a bank account in their own name. |
| F021/18 | <u>HILL SCHOOL SITE</u> Members considered options for the maintenance of the large oak tree on the western boundary of the site and RESOLVED: to crown reduce the tree by 50% at a cost of £150 to be expended from the Hill School ground maintenance budget. Members further discussed the leases with the current tenants of the building on the site, all of whom expressed a desire to renew upon expiry of their respective lease. Members also conducted a rent review and RESOLVED: To renew the leases at the relevant time, for a period of 7 years, implementing |

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| | an increase to the annual rent of £25 for the occupiers of buildings 1,3 and 5 and £30 for building 4, which equated to roughly 2%. |
| F022/18 | <p><u>GUILDHALL WINDOWS</u></p> <p>The Clerk informed members that the Essex Heritage Trust, to which a funding application would be made, ask for applicants to state what other sources of funding have been secured to the project.</p> <p>RESOLVED: To delegate authority to the clerk in consultation with the chair to utilise up to £5k from the Guildhall Improvements EMR with a view to seeking a grant for 50% of the cost once all quotations are received.</p> |
| F023/18 | <p><u>CCTV</u></p> <p>RESOLVED: To adopt the revised policy for Harwich Town Council with immediate effect.</p> |
| F024/18 | <p><u>CIVIC ROBES</u></p> <p>Members considered the stock of civic robes and those which still had real fur. The Clerk had obtained a quotation for these particular robes to be cleaned and have the fur replaced with fake fur.</p> <p>RESOVLED: To proceed with making arrangements for 2x councillor robes to be cleaned and have the fur replaced with fake fur, at a cost of £285.30 per robe plus delivery, to be expended from the Civic Expenditure budget.</p> |
| F025/18 | <p><u>BT KIOSK</u></p> <p>Members considered moving over to 'glass-look' cast acrylic sheet from glass for the Council-owned former telephone box.</p> <p>RESOLVED: To agree this was a more cost-effective material to use and to proceed with purchasing 24 panels at a cost of £8.53 per panel.</p> |
| F026/18 | <p><u>HILL SCHOOL SITE DEFIBRILATOR</u></p> <p>Members were informed of a request from the Dovercourt Theatre Group to permit a defibrillator to be sited on their building, which they'd asked the Fellowship of the Sick to install. The Clerk confirmed that the FotS would only site defibrillators where they could be easily accessed by the general public and as such, the owner/occupier of the former magistrates' court has agreed instead to have one sited on the front of his building to address that issue. The clerk agreed to inform the DTG.</p> |
| F027/18 | <p><u>VANDALISM TO SYCAMORE TREE ON HILL SCHOOL SITE</u></p> <p>Members discussed recent vandalism to a sycamore tree on the north eastern boundary of the Hill School Site, which had resulted in the tree being cut down to a stump and the remains having been left onsite. Cllr Fowler suggested that this is a police matter and the incident be reported.</p> <p>RESOLVED: To report to the police.</p> |
| F028/18 | <p><u>MATTERS TO BE REPORTED</u></p> <ul style="list-style-type: none"> • Members noted the purchase of 2x cordless headsets for use with the telephones in the main office, at a total cost of £278 to be expended from the ICT budget. • Members noted the purchase of cabin hooks for the Putting Green kiosk at a cost of £23.32 to be expended from the Leisure maintenance budget. • Members noted expenditure of £200 on GDPR training and £315 on Emergency First Aid at Work training. • The NJC has reached agreement on pay awards 2018-2019, to be effective from 1st April 2018. New pay scales apply to the Clerk, Asst. Clerk and Estates Supervisor and were implemented in the May 2018 pay run. |

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| | <ul style="list-style-type: none"> Members noted the renewal of Guildhall electricity contract with current provider from 1st August until 31st August 2019 |
| F029/18 | <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"> Evaluation forms received, following grant awards to Dovercourt Theatre Group, Harwich Quay Fireworks Committee and Harwich International Shanty Festival. |
| F030/18 | <p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Finance & General Purposes Committee will be held on Tuesday 31st July 2018 at The Guildhall, Church Street, Harwich, at 7.00pm.</p> |
| F031/18 | <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-mentioned business:</p> <ul style="list-style-type: none"> Additional Keyholder |

The chairman closed the public part of the meeting at 8.34pm.

CHAIRMAN

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