

**MINUTES of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Tuesday 25<sup>th</sup> September 2018 at 7.00pm**

<b>Present:</b>	<b>Councillors Fay (sub for B Brown), Fowler, J Henderson, C Powell and Todd (until 7.37pm).</b>
<b>In the Chair:</b>	<b>Councillor Morrison</b>
<b>Clerk:</b>	<b>Ms Lucy Ballard</b>
<b>Also present:</b>	<b>1 member of the public, 0 members of the press</b>

None

<b>F036/18</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr Ashley, B Brown, Calver, F Powell and Urwin
<b>F037/18</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>F038/18</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 21 <sup>st</sup> June 2018 (previously circulated) be approved by the Chairman and signed as a true record. <b>FURTHER RESOLVED:</b> That the Minutes of the Extraordinary meeting of the Finance & General Purposes Committee meeting held on 2 <sup>nd</sup> July 2018 (previously circulated) be approved by the Chairman and signed as a true record.
<b>F039/18</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> The Clerk reported the following: <b>MIN F018/18</b> – Guildhall leaflet has been published, and stocks held in Guildhall. <b>MIN F021/18</b> – Hill School lease renewals are in progress. <b>MIN F022/18</b> – Application has been submitted to Essex Heritage Trust for funding towards Parlour Window replacements and outcome is expected after 8 <sup>th</sup> November. <b>MIN F027/18</b> – Vandalism to sycamore tree on Hill school site was reported to police, case now closed.
<b>F040/18</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> None

<b>F041/18</b>	<b><u>HARWICH CONSERVATION PANEL</u></b> In considering this application, members accepted that since the applicant was unable to open a business bank account, HTC would, on this occasion, agree to pay the contractors directly on the condition that it doesn't commit HTC to ongoing liability for maintenance of the buoy. <b>RESOLVED to RECOMMEND:</b> To award £1435 s137 grant.
<b>F042/18</b>	<b><u>ESTATES SUPERVISOR REPORT</u></b> The Estates Supervisor's report was circulated to members prior to the meeting. There were no questions.
<b>F043/18</b>	<b><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></b> Cllr Fowler reported her findings following a review of the accounts on 24 <sup>th</sup> September. She reported that everything appeared to be in order. The Chairman gave her thanks to Cllr Fowler for her time.
<b>F044/18</b>	<b><u>SIGNAGE AT BOATSWAIN'S CALL</u></b> Members considered a design and quotation for some signage to be displayed at the Main Road entrance to the Boatswain's Call allotment site regarding parking. <b>RESOLVED:</b> To proceed with the design as seen at a cost of £56 to be expended from the Allotments Ground Maintenance budget.
<b>F045/18</b>	<b><u>LEISURE SEASON ANALYSIS 2018</u></b> Members considered the income and expenditure for the 2018 season along with a report from former Leisure attendant, Philip Hutchings. Cllr Todd raised concerns that there's insufficient signage to promote the facility. The Clerk confirmed that then proposed opening days and hours would be considered at a later date. Members agreed the further consideration was needed to encourage footfall.
<b>F046/18</b>	<b><u>FRAMING OF THE CHARTER</u></b> Cllr Morrison gave recommendations as to the framing requirements for the printed copies of the 1604 Charter following a visit to a framing company with Estate Supervisor Peter Barrenger. <b>RESOLVED:</b> To accept the recommendations and agree to the cost of £520 to be expended from the Civic Expenditure budget.
<b>F047/18</b>	<b><u>DISCIPLINARY AND GRIEVANCE PROCEDURES</u></b> <b>RESOLVED:</b> To adopt the Disciplinary and Grievance procedures for Harwich Town Council with immediate effect and review periodically as required.
<b>F048/18</b>	<b><u>MATTERS TO BE REPORTED</u></b> <ul style="list-style-type: none"> <li>• Members noted expenditure of £55.86 to purchase acrylic sheeting for HTC-owned town map.</li> <li>• Members noted expenditure of £69.60 to purchase 1000 crazy golf score cards</li> <li>• Members noted expenditure of no more than £30 to replace hinges and bolt on the Putting Green kiosk.</li> </ul>
<b>F049/18</b>	<b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b> Members noted receipt of the following correspondence: <ul style="list-style-type: none"> <li>• Letters of thanks for grants from the Harwich Quay Fireworks Committee and Dovercourt Bowling Club.</li> </ul>
<b>F050/18</b>	<b><u>DATE OF NEXT MEETING</u></b> The next meeting of the Finance & General Purposes Committee will be held

	on <b>Wednesday 5<sup>th</sup> December 2018</b> at <b>The Guildhall, Church Street, Harwich</b> , at <b>7.00pm</b> .
<b>F051/18</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-mentioned business:</p> <ul style="list-style-type: none"> <li>• <b>IT Support Contract</b></li> <li>• <b>Additional Key holder</b></li> </ul>

The chairman closed the public part of the meeting at 7.45pm.

**CHAIRMAN**

**DATE**