

**MINUTES of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Wednesday 5<sup>th</sup> December 2018 at 7.00pm**

<b>Present:</b>	<b>Councillors B Brown, Calver, Fowler, J Henderson, C Powell and Todd.</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>F055/18</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Ashley, F Powell and Urwin
<b>F056/18</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>F057/18</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 25 <sup>th</sup> September 2018 (previously circulated) be approved by the Chairman and signed as a true record.
<b>F058/18</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> The Clerk reported the following: <b>MIN F044/18</b> – Signage has been erected at Boatswains Call <b>MIN F053/18</b> – Set of Guildhall keys has been re-issued to designated keyholder <b>MIN F046/18</b> – Members <b>RESOLVED</b> to agree to an additional cost of up to £50 to display and frame a description of the Charter in the Guildhall hallway.
<b>F059/18</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> <b>MIN F021/18</b> – Hill School lease renewals are almost complete. <b>MIN F022/18</b> – Members <b>RESOLVED</b> to accept the award of £1k from Essex Heritage Trust for funding towards the replacement of the Parlour Windows and proceed with contracting the works, which would be carried out after Christmas. Cllr Calver thanked HTC staff for identifying the opportunity for the funding.
<b>F060/18</b>	<b><u>ESTATES SUPERVISOR REPORT</u></b> The Estates Supervisor's report was circulated to members prior to the

	<p>meeting. Members agreed to a suggestion to acquire some non-slip hangers for the robes and noted that a new date for works to commence the Boxing Club roof works was awaited. Additionally, Peter updated members on the delays to the SWD re-routing works at the site of the skatepark and the solutions that have been suggested to overcome the issues and recommence the works. The Clerk added that the problem was not that of HTC's but that it was delaying the works we had commissioned which meant the final payments were yet to be invoiced and s106 monies claimed.</p> <p>Cllr Calver asked that we delegate to the clerk in consultation with the chair to write to TDC and request a swift resolution if we're nearing the next meeting and there's been no progress.</p>
<b>F061/18</b>	<p><b><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></b> Cllr Fowler reported her findings following a review of the accounts on 29<sup>th</sup> November. She reported that everything appeared to be in order. The Chairman gave her thanks to Cllr Fowler for her time.</p>
<b>F062/18</b>	<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 £540 plus 45ppm mileage to be expended from the Administration – Software Support budget.</p>
<b>F063/18</b>	<p><b><u>CHRISTMAS 2018 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 21<sup>st</sup> December 2018 – 9.30am on Wednesday 2<sup>nd</sup> January 2019.</p>
<b>F064/18</b>	<p><b><u>LEISURE SEASON 2019</u></b> Members considered opening dates and times for the Council-managed leisure facilities for the 2019 season.</p> <p>Cllr Henderson raised concern over the reduction of the number of days of opening when we should be encouraging other amenities to be open. Cllr Calver explained the rationale for the reduction in that we were attempting to reduce the losses each year. Cllr Todd suggested we trial the reduced opening days for 1 year. Cllr B Brown asked whether there was flexibility to open longer if the demand was there and the Clerk confirmed yes. Cllr Fowler agreed that a trial with some flexibility would be ideal.</p> <p>Cllr Henderson asked if the facility could be open in conjunction with any local events (Tour de Tendring/Motorcycle rally etc.). Cllr Calver suggested this should be restricted to events that are within the vicinity of the putting green and during the season.</p> <p><b>RESOLVED:</b> That the opening hours are reduced by 1 hour to 11am – 4pm and that for 2019 the following open dates will apply: Easter (19<sup>th</sup> – 22<sup>nd</sup> Apr); weekends from June and full opening from 27<sup>th</sup> Jul – 1<sup>st</sup> Sep). With the discretion to open in conjunction with other major local events:</p>
<b>F065/18</b>	<p><b><u>MUSIC EVENT/SKATEPARK COMPETITION</u></b> Members considered draft proposals for a combined music event and skatepark competition to be held in Dovercourt on and adjacent to the Council-owned skatepark. <b>RESOLVED:</b> To offer support to the project.</p>

F066/18	<p><b><u>SKATEPARK FESTIVAL</u></b>  Members considered holding/organising an annual skatepark festival as a high percentage of survey respondents from this year's launch event had stated their desire for this. Cllr Morrison referred to the findings of the surveys. Cllr Todd asked who would do all the organisational work and Cllr Henderson said that Mike Carran of Tendring District Council had agreed to manage much of the work.</p> <p>Cllr Powell asked if a trophy from the council would be ideal. It was confirmed it was an informal event. Peter Barrenger, Estates Supervisor, asked if the arrangements would be left to staff to carry out. It was confirmed no. Cllr Calver said that a lead member would be required to drive the project forward and proposed we proceed subject to identifying a lead member. Cllr Henderson volunteered for 2019 in the first instance.</p> <p><b>RESOLVED:</b> To proceed with an annual event and any associated costs for the lifetime of the next council.</p>
F067/18	<p><b><u>VIREMENTS</u></b>  Members considered the following mid-year virements to assist with the budgeting process:</p> <p>Debit:</p> <ul style="list-style-type: none"> <li>• £8k from the Economic Development budget heading; £3k from the External Support Contingency Fund budget heading; £15k from the S137 budget heading.</li> </ul> <p>credit:</p> <ul style="list-style-type: none"> <li>• £10k to the Elections EMR; £3k to the Christmas Lights EMR; £2k to the Hill School Refurbishment EMR; £1k to the Allotments Key Priority EMR.</li> </ul> <p>Create:</p> <ul style="list-style-type: none"> <li>• Skatepark festival EMR and credit £10k</li> </ul> <p><b>RESOLVED:</b> To proceed with the suggested virements.  The chair thanked the clerk for her assistance in preparing these.</p>
F068/18	<p><b><u>PAYROLL SERVICES</u></b>  In considering the services provided over the last financial year, members</p> <p><b>RESOLVED:</b> to renew the contract for payroll services with Ladywell Accountancy for the 2019/20 financial year at a cost of £485 to be expended from the Administration – Subscription/Fees budget.</p>
F069/18	<p><b><u>YOUTH SHELTER</u></b>  Members gave consideration as to the best course of action to take following recent vandalism. Cllr Henderson suggested we remove the other damaged panel to avoid further vandalism but not to replace this or the other previously removed panel.</p> <p><b>RESOLVED:</b> To remove the second broken panel and not replace either.</p>
F070/18	<p><b><u>OFFICE/GAOL PARTITION</u></b>  Members considered proposals for the installation of a stud wall between the two rooms to aid security.</p> <p>The Estates Supervisor explained the initial concerns that were raised was the noise and also the protection of information in light of the new data protection regulations. Cllr Calver expressed concern over blocking up the grating at the top as it would change the character of the room and felt we should address one issue at a time.</p> <p>Cllr Henderson suggested all issues are considered at the same time, to benefit from any potential cost savings. Cllr Todd suggested a hinged door to</p>

	<p>protect the visual aspect of the grating but which keeps the sound out when needed. Cllr Calver proposed that HTC seeks to create a stud wall to reduce noise levels, increase security but leave the grating as is. and proceed with obtaining the necessary plans and submit an LBC application</p> <p><b>RESOLVED:</b> To proceed with obtaining drawings/plans to support an LBC application for a stud wall up to the point where the decorative grating begins.</p>
<b>F071/18</b>	<p><b><u>HILL SCHOOL RESTORATION PROJECT</u></b></p> <p>Members considered the survey report and discussed the next actions to be taken. Estates Supervisor, Peter Barrenger, gave suggestions based on the practical elements of the works and the natural order for them to be carried out, taking into account the resources required and the level of funding available. The Clerk clarified that common works to both building 4 and building 5 would be carried out together to benefit from potential cost savings.</p> <p><b>RESOLVED:</b> To accept the recommendations of the Estates Supervisor and proceed with obtaining necessary quotations to bring back to the next meeting.</p>
<b>F072/18</b>	<p><b><u>BUDGET/PRECEPT 2019/20</u></b></p> <p>Members considered the estimates for income and expenditure for the 2019/20 financial year including recommendations to earmarked funds.</p> <p><b>RESOLVED TO RECOMMEND:</b> that the council precept on Tendring District Council for £197887 (figure after LCTSS grant has been deducted), having an impact of £36.29 per annum for a Band D council tax payer based on a confirmed tax base of 5453 and representing an increase of £1.88 on 2018/19. The justification being that HTC would be able to maintain all current provisions as well as support the agreed proposals from the earlier meeting that day, which altogether would only cost a Band D householder 70p per week.</p>
<b>F073/18</b>	<p><b><u>MATTERS TO BE REPORTED</u></b></p> <ul style="list-style-type: none"> <li>• Members noted a change of Electricity Supplier for the Leisure Hut to obtain better rates. The Clerk confirmed that costs would increase as a standing charge now applied.</li> </ul>
<b>F074/18</b>	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <p>Members noted receipt of the following correspondence:</p> <ul style="list-style-type: none"> <li>• Letters of thanks for grant from the Arrival of St Nicholas Committee</li> <li>• Evaluation forms following successful grants to Arrival of St Nicholas Committee and the Dovercourt Bowling Club</li> </ul>
<b>F075/18</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>Wednesday 20<sup>th</sup> March 2019</b> at <b>The Guildhall, Church Street, Harwich</b>, at <b>7.00pm or at the rise of the Planning meeting</b>, whichever is later.</p>
<b>F076/18</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>Salary Reviews</b></li> </ul>

The chairman closed the public part of the meeting at 8.27pm.

**CHAIRMAN**

**DATE**