

**MINUTES of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Tuesday 25<sup>th</sup> June 2019 at 8.21pm**

<b>Present:</b>	<b>Councillors Calver, Fay, I Henderson, J Henderson, Richardson, D Smith, G Smith 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>3 members of the public, 0 members of the press</b>

**Public questions:**

Cheryl Thomson referred to item 17 and said that being a dog walker she was aware that there are people who bring their dogs and exercise them on the greens so possibly use the bins for dog mess. She also referred to item 18 (Crazy golf) and asked how many people use it. The clerk said the number was recorded and the chair offered to let her know once the data had been perused.

<b>F01/19</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr Powell
<b>F02/19</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>F03/19</b>	<b><u>ELECTION OF VICE-CHAIR</u></b> <b>RESOLVED:</b> To elect Cllr Calver as Vice-Chair of the F&GP Committee for the 2019/20 Municipal Year.
<b>F04/19</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 20 <sup>th</sup> March 2019 (previously circulated) be approved by the Chairman and signed as a true record.
<b>F05/19</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> • <b>F097/18</b> – Members were informed of the purchase of plywood and approved additional cost of £18 more than agreed as the wood was far superior and would last longer, so represented better value.
<b>F06/19</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> • <b>F070/18</b> – It was confirmed that Historic England would not consent to the proposed alteration, but they will investigate alternatives and report back.

<b>F07/19</b>	<b><u>HARWICH QUAY FIREWORKS</u></b> <b>RESOLVED to RECOMMEND:</b> To award £1500 s137 grant.
<b>F08/19</b>	<b><u>ARK FAMILY RESOURCE CENTRE</u></b> <b>RESOLVED to RECOMMEND:</b> To award £1500 s137 grant.
<b>F09/19</b>	<b><u>ONE WORLD IN HARWICH</u></b> <b>RESOLVED:</b> To award £250 s137 grant.
	The clerk informed members that since the last meeting, she'd been made aware that alternative funding had been sourced for the Cavell van project, which is being undertaken by the Harwich Mayflower Heritage Centre.
<b>F10/19</b>	<b><u>ESTATES SUPERVISOR REPORT</u></b> The Estates Supervisor, Peter Barrenger, reported on recent and current projects/issue concerning the Council's estate, including the resolution of the heating problems, requirements for the civic robes, confirmation of complete of works at the Hill School site and Putting Green repairs, an update on the condition of the youth shelter and confirmation that the skate park lighting times had been adjusted.
<b>F11/19</b>	<b><u>GUILDHALL HIRE CHARGES</u></b> Members discussed revising the hire charges for the Guildhall. <b>RESOLVED:</b> Retain current prices.
<b>F12/19</b>	<b><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></b> The Chair, on behalf of Cllr Fowler, reported findings following a review of the accounts on 29 <sup>th</sup> April. She reported that everything appeared to be in order.
<b>F13/19</b>	<b><u>CIVIC ROBES</u></b> Members considered the stock of civic robes and those which still had real fur. The Clerk confirmed that the three remaining 'real fur' robes had been sent to the supplier for an accurate quote to replace the fur and clean then but the robes were deemed irreparable and as such a quote was received for the purchase of new robes.  <b>RESOVLED:</b> To purchase 1x councillor robe, at a cost of £685 plus delivery, to be expended from the Civic Expenditure budget.
<b>F14/19</b>	<b><u>HILL SCHOOL SITE – BUILDING 5</u></b> Members considered a request from the current occupiers of building 5 (Harwich & Dovercourt Martial Arts Association) to change the paint colour on the rear (eastern) external wall of the building. <b>RESOLVED:</b> To grant request.
<b>F15/19</b>	<b><u>ST GEORGE CROSS</u></b> Cllr Calver asked members to consider the purchase of a new Cross of St George flag to fly above the Guildhall. Peter Barrenger felt the flag was rubbing on the new supports which were installed a couple of years back. Cllr Todd suggested stitching a cut out of the old flag to the new one to prevent it from chafing. <b>RESOVLED:</b> To purchase new flag at a cost of £75.65 to be expended from the 'General fund'.
<b>F16/19</b>	<b><u>VIREMENTS</u></b> Members considered the following virement in pursuit of the one of the Council's Key Priorities: Close:

	<ul style="list-style-type: none"> <li>• The Putting Green Improvements EMR.</li> </ul> <p>credit:</p> <ul style="list-style-type: none"> <li>• £5k to the Hill School Restoration EMR.</li> </ul> <p><b>RESOLVED:</b> To proceed with the suggested virement.</p>
<b>F17/19</b>	<p><b><u>HILL SCHOOL SITE – BUILDINGS 4 AND 5</u></b></p> <p>In reference to MIN F71/18 members considered a change of action in relation to buildings 4 and 5, which was to clean the roofs. Since this option was no longer viable due to the asbestos, members considered a quotation for replacement roofs. On this occasion, a single quotation was sought, and which came from the same company who did the roofing work on building 3 and the reason being that no other companies were able to quote previously.</p> <p><b>RESOLVED:</b> To accept the case for one quotation and accept the quotation in relation to building 5 in the first instance at a cost of £14,900 to be expended from the Hill School Restoration EMR and general reserves.</p>
<b>F18/19</b>	<p><b><u>PUTTING GREEN LITTER MANAGEMENT</u></b></p> <p>Members considered a quotation for additional bin emptying at the council-managed putting green. The quote was for services already provided by Veolia and would be an extension of an existing contract.</p> <p><b>RESOLVED:</b> To accept the quote at a cost of £97.80, in the first year, to be expended from the Leisure Maintenance budget.</p>
<b>F19/19</b>	<p><b><u>CRAZY GOLF</u></b></p> <p>Members considered a quotation for a replacement hazard on the crazy golf facility.</p> <p><b>RESOLVED:</b> To purchase the replacement hazard at a cost of £380 including delivery, to be expended from the Leisure Maintenance budget.</p>
<b>F20/19</b>	<p><b><u>ELECTRICITY CONTRACT FOR THE GUILDHALL</u></b></p> <p>The clerk informed members that the electricity contract for the for 2 floors of the4 Guildhall would be ending in August and remaining with the same supplier for another 2-year period would increase the cost by an estimated £144 p/a but that this still remained the best value and by committing for 2 years, protected the council against even greater increases next year.</p> <p><b>RESOLVED:</b> To renew with current supplier at the appropriate time, for a period of 2 years.</p>
<b>F21/19</b>	<p><b><u>MATTERS TO BE REPORTED</u></b></p> <p>None</p>
<b>F22/19</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>• Letter of thanks/acknowledgement of grant from Baby Bank Tendring, Harwich &amp; District Social Stroke Group, Harwich International Shanty Festival Committee, H&amp;D Community Crime Prevention Panel, Harwich Festival of the Arts and the Harwich Electric Palace Trust.</li> <li>• Evaluation form following grant from Harwich Quay New Year’s Eve Fireworks</li> </ul>
<b>F23/19</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>Monday 30<sup>th</sup> September 2019 at The Guildhall, Church Street, Harwich, at 7.00pm.</b></p>
<b>F24/19</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</p>

	Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under-mentioned business:
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- **Additional Keyholder**

The chairman closed the public part of the meeting at 9.08pm.

**CHAIRMAN**

**DATE**