

**MINUTES of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on  
**Monday 30<sup>th</sup> September 2019 at 7.03pm**

<b>Present:</b>	<b>Councillors Calver, Davidson (sub G Smith), Fay, I Henderson, J Henderson, Powell, Richardson, D 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>1 member of the public, 0 members of the press and Estates Supervisor Peter Barrenger.</b>

**Public questions: None**

<b>F26/19</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr G Smith (Sub – B Davidson)
<b>F27/19</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>F28/19</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 25 <sup>th</sup> June 2019 (previously circulated) be approved by the Chairman and signed as a true record.
<b>F29/19</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> None
<b>F30/19</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> <ul style="list-style-type: none"> <li>• <b>F81/18</b> – Members received confirmation that registration is complete for the Boatswains Call allotment site in the name of Harwich Town Council.</li> <li>• <b>F41/18</b> – Members agreed to an extension for the claiming of £1435 s137 grant funding due to problems with sourcing a new contractor, and agreed to reimburse expenditure upon receipt of paid invoices/receipts.</li> <li>• <b>F69/17</b> – Members agreed to allocate an additional £380 + up to £50 for locks and hinges to carry out the re-roofing of the former RNLI storage unit.</li> <li>• <b>F116/18</b> - To note expenditure of £75 to increase the size of the shuttle bus on 15<sup>th</sup> September to cater for cruise passengers as well as crew. To be expended from the Economic Development budget.</li> <li>• <b>MIN F99/18</b> – To confirm that signage has been taken and for health &amp; safety purposes has been replaced at a cost of £96.50 to be expended from the Leisure maintenance budget.</li> </ul>

F31/19	<p><b><u>ESTATES SUPERVISOR REPORT</u></b>  The Estates Supervisor, Peter Barrenger, reported on recent and current projects/issues concerning the Council's estate, including impending works at the Hill School site and putting greens, floodlight timer settings at the Skate park, re-fitting of tommies and the condition of the former Allotment Association hut on the Dunns Meadow allotment site.</p>
F32/19	<p><b><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></b>  Cllr D Smith reported findings following a review of the accounts on 19<sup>th</sup> August. He reported that everything appeared to be in order. The Chair thanked Cllr Smith for his time.</p>
F33/19	<p><b><u>MAYORAL PROTOCOL</u></b>  Cllr Powell asked members to consider setting up a small working party comprising of the current and all former Mayors, who are currently on the council, to create a practical guide to be used by all future Mayors. He asked if the Clerk could sit on the working party and also if Cllr Calver would chair it.  <b>RESOVLED:</b> To set up a working party comprising Cllrs Todd, Morrison, Powell, McLeod, Calver and the Clerk.</p>
F34/19	<p><b><u>YOUTH SHELTER</u></b>  Cllr J Henderson asked members to consider replacing the damaged panels in the youth shelter, using the council's insurance to cover the expense. The Clerk confirmed that the youth shelter was insured, and the excess was believed to be £100 per claim. She referred to the quote for replacement which had been received when the first panel was damaged and Cllr Henderson asked if other quotes could be obtained. The Chair clarified that at this stage, the clerk just needed to enquire with the insurers and proceed with the repairs if a claim could be made. The clerk confirmed she would refer back to committee should there be a problem with the insurance.  <b>RESOLVED:</b> To proceed with making enquiries with the council's insurers with a view to making a claim to cover the replacement panels and associated repairs.</p>
F35/19	<p><b><u>SUMUP CARD READER</u></b>  Members considered the purchase of a mobile card reader at an initial cost of £99 and ongoing cost of 1.69% transaction charge for use by HTC as required.  <b>RESOVLED:</b> To purchase the card reader at cost of £99, to be expended from the ICT budget.</p>
F36/19	<p><b><u>LAPTOP</u></b>  The Estates Supervisor informed members that the council laptop, which was being used to project the plans at the Planning committee meetings and for minute taking, was coming to the end of its working life and advised that a new model was purchased. Members considered the cost for a suitable replacement.  <b>RESOLVED:</b> To purchase a new laptop and VGA adaptor at a cost of £366 to be expended from the ICT EMR.</p>
F37/19	<p><b><u>LEISURE SEASON ANALYSIS 2018</u></b>  Members considered the income and expenditure for the 2019 season along with a report from former Leisure attendant, Philip Hutchings. The Clerk confirmed that the proposed opening days and hours would be considered at</p>

	a later date. Cllr J Henderson asked if consideration could be made in future years for the facility to be open on the date of the Motorcycle Rally.
<b>F38/19</b>	<b><u>ELECTRICITY CONTRACT FOR THE PUTTING GREEN</u></b> The clerk informed members that the electricity contract for the putting green would be ending in October and to change supplier would remove the standing charge but since we would only be able to benefit from this once, the advice was to go for a longer-term tariff. The estimated saving is £67p/a. <b>RESOLVED:</b> To commence contract with British Gas at the appropriate time, for a period of 4 years.
<b>F39/19</b>	<b><u>PUTTING GREEN MAINTENANCE</u></b> Members considered a quotation for the bi-annual maintenance of the putting green hut, to include small timber repairs and painting. <b>RESOLVED:</b> To proceed with the works at a cost of £340, to be expended from the Putting Green Maintenance budget.
<b>F40/19</b>	<b><u>DISCIPLINE AND GRIEVANCE POLICES</u></b> In line with new guidance, the Clerk presented updated polices for adoption. <b>RESOLVED:</b> To adopt the updated polices with immediate effect.
<b>F41/19</b>	<b><u>GRANT FUNDING POLICY</u></b> Following a review of the grant funding process and in line with current good practice, the Clerk presented an updated policy, grant application form and Evaluation form for adoption. <b>RESOLVED:</b> To adopt the updated policy and documents with immediate effect.
<b>F42/19</b>	<b><u>FINANCIAL REGULATIONS</u></b> In line with new model guidance, the Clerk presented updated Financial Regulations for adoption. <b>RESOLVED:</b> To adopt updated regulations with immediate effect.
<b>F43/19</b>	<b><u>MATTERS TO BE REPORTED</u></b> • Members agreed to a cost of £418 to support the recently-treated lintel in Mayor's Parlour, to be expended from the Guildhall Improvements EMR.
<b>F44/19</b>	<b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b> Members noted receipt of the following correspondence: • Letters of thanks for grant from One World in Harwich, Ark Family Resource Centre, Harwich Society (Harwich in Bloom) and Harwich Quay Fireworks Committee. • Evaluation forms following grants to Harwich & Dovercourt Cricket Club and the Pharos Trust.
<b>F45/19</b>	<b><u>DATE OF NEXT MEETING</u></b> The next meeting of the Finance & General Purposes Committee will be held on <b>Tuesday 10<sup>th</sup> December 2019</b> at <b>The Guildhall, Church Street, Harwich</b> , at <b>7.00pm</b> .

The chairman closed the meeting at 7.58pm.

**CHAIRMAN**

**DATE**