

HARWICH TOWN COUNCIL
 Guildhall, Church Street, Harwich, Essex CO12 3DS
 Tel: 01255 507211
 email: info@harwichtowncouncil.co.uk

MINUTES of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street, Harwich
 on
Tuesday 10th December 2019 at 7.20pm

Present:	Councillors Calver, Fay, I Henderson, J Henderson, Powell, Richardson, Saunders (sub D Smith), G Smith and Todd.
In the Chair:	Councillor Morrison
Clerk:	Ms Lucy Ballard
Also present:	2 members of the public, 0 members of the press and Estates Supervisor Peter Barrenger.

Public questions: None

F46/19	<u>APOLOGIES FOR ABSENCE</u> D Smith (sub by Cllr Saunders)
F47/19	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
F48/19	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the Minutes of the meeting of the Finance & General Purposes Committee meeting held on 30 th September 2019 (previously circulated) be approved by the Chairman and signed as a true record.
F49/19	<u>MATTERS ARISING FROM THE MINUTES</u> <ul style="list-style-type: none"> • MIN F30/19 – Members approved an additional £3.12 expended for the repair works to the former RNLI storage unit. • MIN F34/19 – The Clerk confirmed that the council's insurance will cover the damage to the youth shelter, but this is being treated as three separate claims and these have been authorised. A firm date for the works is to be confirmed. • MIN F35/19 – The Clerk confirmed the card reader purchased and tested and has been used successfully in the office already. Clerk has sought advice on how to process these transactions onto the accounts system.
F50/19	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
F51/19	<u>GRANT REQUESTS</u> None
F52/19	<u>ESTATES SUPERVISOR REPORT</u>

	<p>The Estates Supervisor, Peter Barrenger, reported on recent and current projects/issues concerning the Council's estate, including that the roof is still to be replaced on the HDMA building but the weather has delayed its commencement; the former RNLi storage hut now has a new roof, the door has been strengthened and new locks attached. He suggested we could keep some salt there. The Putting Green hut has been repainted; there's no further damage to the youth shelter; one floodlight had gone at the skate park, which has been replaced and another has now gone but it's been suggested to wait until the ground is harder. The Tommies are holding up following being reinforced; the new laptop is being used to project the plans and the demolition has commenced on the former Association hut and will resume after UKPN has disconnected the power this week. He finally reported that following the Christmas light switch on event last week, a few of the lights had since gone out and he would investigate further tomorrow.</p> <p>Cllr Calver asked how we would achieve the move of the salt from its current storage to the Hill School site and Peter said he would use the sack barrow but would need another pair of hands. Cllr I Henderson said he would assist.</p>
F53/19	<p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u> The chairman, on behalf of, Cllr D Smith, reported the findings following an independent review of the accounts and bank reconciliation for the periods Jul-Sep on 15th November 2019. It was reported that everything appeared to be in good order with no irregularities.</p>
F54/19	<p><u>YEAR END CLOSEDOWN (ANNUAL RETURN)</u> Members considered contracting the services of RBS Rialtas to conduct the Accounts Year end closedown procedure.</p> <p>RESOLVED: To proceed with arranging the services at a cost of £560 plus 45ppm mileage and possible accommodation at £100 to be expended from the Administration – Software Support budget.</p> <p>FURTHER RESOLVED: To continue with annual support and maintenance services in 2020/21 at a cost of £387; also, to be expended from the Administration – Software Support budget.</p>
F55/19	<p><u>CHRISTMAS 2019 GUILDHALL CLOSURE</u> Members considered closure of the Guildhall and Council offices over the Christmas period and RESOLVED: To close from 1pm on Tuesday 24th December 2019 – 9.30am on Thursday 2nd January 2020.</p>
F56/19	<p><u>NEW OFFICE PC</u> Members considered the purchase of a new office PC to replace existing laptop which would be used for minute taking at meetings.</p> <p>RESOVLED: To purchase the new PC at a cost of £599 to be expended from the ICT EMR.</p>
F57/19	<p><u>LEISURE SEASON 2020</u> Members considered opening dates and times for the Council-managed leisure facilities for the 2020 season.</p> <p>RESOLVED: That the opening hours are to remain at 11am – 4pm and that for 2020 the following open dates will apply:</p>

	<p>Easter (10th – 13th Apr); weekends from June and full opening from 25th Jul – 31st Aug); 13th September.</p> <p>Cllr I Henderson asked if the tour de Tendring date, which is 25th May, could be included and also to consider the date of the half marathon. It was agreed to consider this once the date was confirmed.</p>
F58/19	<p><u>SKATEPARK FLOODLIGHTS</u> Members considered a quotation for the replacement of the remaining 7 floodlights as this would prove to be more cost effective to replace them altogether rather than individually.</p> <p>RESOLVED: Except the quotation and proceed with the replacement of the 7 remaining floodlights at a cost of £638.50 to be expended from the Skatepark maintenance budget in the 2020/21 financial year.</p>
F59/19	<p><u>PAYROLL SERVICES</u> In considering the services provided over the last financial year, members</p> <p>RESOLVED: to renew the contract for payroll services with Ladywell Accountancy for the 2020/21 financial year at a cost of £495 payable in two instalments, expended from the Administration – Subscriptions/Fees budget.</p>
F60/19	<p><u>CCTV MAINTENANCE</u> RESOLVED: To renew the maintenance contract for the 2020/21 financial year with the current provider at a cost of £209 to be expended from the Hill School Repairs & Maintenance budget.</p>
F61/19	<p><u>SHUTTLE BUS PROVISION</u> Members considered providing a shuttle bus for the crews of the transit call cruise ships which are scheduled to dock at Harwich International Port this season.</p> <p>RESOLVED: To proceed with offering the shuttle bus with quotations to be considered under confidential business.</p>
F62/19	<p><u>LANDSCAPING AT THE HILL SCHOOL SITE/PLANTING AT THE PUTTING GREEN</u> RESOLVED: To renew arrangement with Tendring District Council for landscaping services and planting at the Council-managed site for the 2020/21 financial year at an estimated cost of £1262 to be expended from the respective maintenance budgets.</p>
F63/19	<p><u>LITTER PICK AT SKATE PARK</u> Members reviewed services for 2020/21.</p> <p>RESOLVED: To renew contract with Veolia for litter picking services at the skate park in 2020/21, at the current intervals/frequencies, at an estimated cost of £780.00 to be expended from the Leisure budget.</p> <p>Cllr Todd asked how frequently the litter is cleared and the clerk confirmed.</p>
F64/19	<p><u>SLCC MEMBERSHIP</u> RESOLVED: To renew subscription for the Clerk 2020/21 at a cost of £227.00 to be expended from the Subscriptions budget.</p>
F65/19	<p><u>BUDGET/PRECEPT 2020/21</u> Members considered the estimates for income and expenditure for the 2020/21 financial year including recommendations to earmarked funds.</p>

	<p>The chairman gave a rundown of what would be achieved with this budget.</p> <p>Cllr Todd said a brilliant job has been done and made it easy to understand. Cllr Calver said it was a robust process and all involved were pleased with the final proposed budget, which is being presented.</p> <p>He asked if the clerk would look back over the years from 2010 and see what we've had to save as a result of the removal of the LCTSS.</p> <p>RESOLVED TO RECOMMEND: that the council precept on Tendring District Council for £207909 (the LCTSS grant has ceased), having an impact of £37.79 per annum for a Band D council taxpayer based on a confirmed tax base of 5502 and representing an increase of £1.50 on 2019/20. The justification being that HTC would be able to maintain all current provisions including the Grants and Economic Development budgets and would only cost a Band D householder 73p per week.</p> <p>Cllr Calver thanked all for what HTC has achieved over the years.</p>
F66/19	<p><u>MATTERS TO BE REPORTED</u></p> <ul style="list-style-type: none"> • Members noted the purchase of replacement floodlight bulb at the skate park at a cost of £245.00 to be expended from the Skatepark maintenance budget. • The clerk reported that the Christmas lights were now all working in the High Street.
F67/19	<p><u>MATTERS RECEIVED IN THE POST OR INFORMATION RAISED BY MEMBERS</u></p> <p>Members noted receipt of an evaluation form from Harwich International Shanty Festival following s137 grant funding.</p>
F68/19	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Finance & General Purposes Committee will be held on Thursday 26th March 2020 at The Guildhall, Church Street, Harwich, at 7.00pm.</p>
F69/19	<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"> • Cruise Ship Shuttle Buses • Salary Reviews

The chairman closed the public part of the meeting at 8.11pm.

CHAIRMAN

DATE