

**MINUTES of the Meeting of the Finance & General Purposes Committee**  
 held  
**Remotely**  
 on  
**Tuesday 6<sup>th</sup> October 2020 at 7.01pm**

<b>Present:</b>	<b>Councillors Fay, I Henderson, J Henderson, Powell, Richardson, Saunders (Sub for Calver), 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>0 members of the public, 0 members of the press and Estates Supervisor Peter Barrenger.</b>

**Public questions: None**

<b>F04/20</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr Calver (Sub Cllr Saunders)
<b>F05/20</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllrs I Henderson and J Henderson declared a personal interest in the tree removal (item 15) as a relative lives in the street where the rear garden backs onto the area where the tree is.
<b>F06/20</b>	<b><u>ELECTION OF VICE-CHAIR</u></b> <b>RESOLVED:</b> To elect Cllr G Calver as Vice-chair of the committee for the 2020/21 municipal year.
<b>F07/20</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 10 <sup>th</sup> December 2019 (previously circulated) be approved and signed by the Chairman as a true record.  <b>FURTHER RESOLVED:</b> That the Minutes of the Extraordinary meeting of the Finance & General Purposes Committee meeting held on 28 <sup>th</sup> July 2020 (previously circulated) be approved and signed by the Chairman as a true record.
<b>F08/20</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> None
<b>F09/20</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> <b>MIN F58/19</b> – Members received confirmation that the 7 remaining floodlights had been replaced at the Skatepark.

	<b>MIN F61/19</b> – Members received confirmation that the Shuttle bus provision did not go ahead due to the cancellation of cruise ships for the 2020 season.
<b>F10/20</b>	<b><u>BUSINESS AUTHORISED THROUGH DELEGATED AUTHORITY</u></b> <b>RESOLVED:</b> To ratify the decisions made under delegated authority during Covid-19.
<b>F11/20</b>	<b><u>BUSINESS SUPPORT GRANT</u></b> Members acknowledged receipt of a £10k Business Support Grant from TDC for Covid-19 business recovery and <b>RESOLVED:</b> to establish an earmark reserve for that purpose.
<b>F12/20</b>	<b><u>THE PHAROS TRUST (LV18)</u></b> Members discussed the application and whether the works for which funding was requested constituted running costs as they were maintenance. It was agreed that due to the restrictions placed on visitor attractions due to Covid-19 that it would've been difficult for the applicant to raise funds this year and that this was a popular tourist attraction.  <b>RESOLVED:</b> To award £498 s137 grant on the basis that the applicant would have been unable to raise funds due to Covid-19 and that the committee wouldn't be minded to consider grant applications of this nature under normal circumstances going forward.
<b>F13/20</b>	<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 the need to wait for LBC for the repairs to the boundary wall in the yard of the Guildhall and that he had finished constructing the portable counter/screen, which would be used as and when the council opens to the public.
<b>F14/20</b>	<b><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></b> Cllr D Smith reported findings following a review of the accounts on 16 <sup>th</sup> April and 24 <sup>th</sup> August. He reported that everything appeared to be in order, and he found no irregularities. The Chair thanked Cllr Smith for his time.
<b>F15/20</b>	<b><u>LEAVE POLICY</u></b> <b>RESOLVED:</b> To adopt revised Leave policy for Harwich Town Council to include the provisions for parental bereavement leave.
<b>F16/20</b>	<b><u>GRANT FUNDING POLICY</u></b> Members reviewed the current grant policy and gave consideration to concerns raised over the use of live animals at events and whether any amendments should be made. Members offered an array of suggestions on how the policy could be amended to protect animals from harm but whilst avoiding judgement of events as a whole and it was agreed that further investigation should be carried out and the item deferred to a future meeting of the committee.
<b>F17/20</b>	<b><u>SYSTEM OF INTERNAL CONTROL</u></b> <b>RESOLVED:</b> To adopt amended document to include suitable measures in relation to a change of creditor banking details.
<b>F18/20</b>	<b><u>HILL SCHOOL SITE</u></b> • Members considered the cost of re-routing and replacing AV cabling following the installation of the new roof on the We are Music building. <b>RESOLVED:</b> To proceed with the re-routing and replacing of AV cabling at a cost of £490 to be funded from the Hill School Repairs & Maintenance budget.

	<ul style="list-style-type: none"> <li>Members considered the cost of the removal of the sycamore tree (to include stump poisoning and removal of debris) on the north eastern boundary of the site, which backs onto the rear gardens of Lime Avenue.</li> </ul> <p><b>RESOLVED:</b> To proceed with the works at a cost of £360 to be funded from the Grounds Maintenance budget.</p>
<b>F19/20</b>	<p><b><u>HILL SCHOOL RESTORATION PROJECT</u></b></p> <p>Members considered the following works as recommended in the condition survey:</p> <ul style="list-style-type: none"> <li>Building 1 (DTG) – stich cracked brickwork on chimney stack,</li> <li>Building 3 (HABC) – brickwork plinth repairs,</li> <li>Building 4 (WaM) - bramble root removal from brickwork and reinstate as necessary and brickwork plinth repairs,</li> <li>Building 5 (HDMA) – brickwork plinth repairs.</li> </ul> <p>Quotations for the above works to be considered under confidential business.</p> <p>Replace guttering on DTC storage building.</p> <p><b>RESOLVED:</b> To proceed with the works subject to consideration of quotations under confidential business. Members thanked Peter Barrenger for all the work he has been able to carry out himself to meet the survey requirements.</p>
<b>F20/20</b>	<p><b><u>YOUTH SHELTER</u></b></p> <p>Members discussed the recent vandalism to the Youth Shelter and Cllr J Henderson thanked Estates Supervisor, Peter Barrenger for removing the panel so promptly. Members considered what further action to take and</p> <p><b>RESOLVED:</b> Not to proceed with replacing the panels and to leave it as an open-air seating area.</p> <p>Cllr I Henderson said what does need doing is where the panels are clamped on the frame, the outside frame needs unbolting and taking off to make it safe and prevent further vandalism. Peter Barrenger agreed to take care of this.</p>
<b>F21/20</b>	<p><b><u>PUTTING GREEN LEASE</u></b></p> <p>Members considered entering into a lease with Tendring District Council for the management of the Putting Greens.</p> <p><b>RESOVLED:</b> To agree in principal to enter into a lease subject to the agreement of terms to be considered under Confidential business.</p>
<b>F22/20</b>	<p><b><u>COUNCIL MANAGED ALLOTMENT LAND</u></b></p> <p>Members were briefed on the need to ensure that all allotment land managed by Harwich Town Council was appropriately administered and <b>RESOLVED:</b> To enter into negotiations with Tendring District Council about land ownership.</p>
<b>F23/20</b>	<p><b><u>INFORMATION FOR DISPLAY IN THE GUILDHALL</u></b></p> <ul style="list-style-type: none"> <li>Members considered the display of the 1673 deed of purchase for the sale of the Guildhall to the council and Harwich's 1607 Poor Rate which includes the names and signatures of the first Harwich Council including the Master of the Mayflower, Christopher Jones.</li> </ul> <p><b>RESOLVED:</b> To display the documents on the ground floor of the Guildhall in the hallway. To replace the depiction of Trafalgar.</p> <ul style="list-style-type: none"> <li><b>FURTHER RESOLVED:</b> To agree to an estimated cost of £400 for the printing, framing and transportation, as necessary, of the original documents.</li> </ul>

F24/20	<p><b><u>VIRING FUNDS</u></b> Members considered the following mid-year virements:</p> <p>Debit:</p> <ul style="list-style-type: none"> <li>• £25k from the s137 budget heading; £5k from the Economic Development budget heading and £2500 from the External Support Contingency Fund budget heading.</li> </ul> <p>credit:</p> <ul style="list-style-type: none"> <li>• £2500 to the Staffing budget; £15k to the Building Maintenance EMR specifically to cover the cost of the back year wall repairs; £8k to the Hill School Refurbishment EMR; £2300 to the Elections EMR and £4700 to the Christmas Lights EMR</li> </ul> <p><b>RESOLVED:</b> To proceed with the virements.</p>
F25/20	<p><b><u>NATIONAL EMERGENCY SERVICES DAY FLAG</u></b> Members considered purchasing a National Emergency Services Day flag so this could be flown from the Guildhall on the 11<sup>th</sup> September each year. Peter Barrenger mentioned that on the website there was some wording that could be used if the council were to have a ceremony to accompany the flag flying.</p> <p><b>RESOLVED:</b> To purchase a flag with the cost to be expended from the General Fund budget and reported at the next meeting.</p> <p><b>FURTHER RESOLVED:</b> To update the Council's Flag protocol to incorporate the flying of the NES Day flag on 11<sup>th</sup> September each year.</p>
F26/20	<p><b><u>MATTERS TO BE REPORTED</u></b></p> <ul style="list-style-type: none"> <li>• Members were informed that advice had been taken on anti-virus protection for the council and new licences had been purchased with Bitdefender at a cost of £58.32 for 1 year's cover to be expended from the ICT budget.</li> <li>• Members were informed that 2x paper towel dispensers had been purchased for the Archives at cost of £19.99 ea.</li> <li>• NS&amp;I interest rate to reduce from 1.16% to 0.01% wef 24 November.</li> </ul>
F27/20	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b> Members noted receipt of the following correspondence:</p> <ul style="list-style-type: none"> <li>• Grant funding Evaluation forms from One World in Harwich and the Ark Centre.</li> </ul>
F28/20	<p><b><u>DATE OF NEXT MEETING</u></b> The next meeting of the Finance &amp; General Purposes Committee will be held remotely on <b>Tuesday 8<sup>th</sup> December 2020 at 7.00pm.</b></p>
F29/20	<p><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b> Members <b>RESOLVED:</b> That 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>Brickwork at the Hill School Site</b></li> <li>• <b>Putting Green Lease</b></li> </ul>

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

**CHAIRMAN**

**DATE**