

HARWICH TOWN COUNCIL
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MINUTES
of the Meeting of the Finance & General Purposes Committee
 held at
Mayflower Primary School, Main Road, Dovercourt CO12 4AJ
 on
Tuesday 6th July 2021 at 7.02pm

Present:	Councillors Davidson, Fay, I Henderson, J Henderson, Powell, Richardson, D Smith, G Smith and Todd (sub)
In the Chair:	Councillor Morrison
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 0 members of the press

Public questions: None

F01/21	<u>APOLOGIES FOR ABSENCE</u> Cllr Calver (sub by Cllr Todd)
F02/21	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
F03/21	<u>ELECTION OF VICE-CHAIR</u> With only a single nomination is was RESOLVED: To elect Cllr Richardson as Vice-Chair of the F&GP Committee for the 2021/22 Municipal Year.
F04/21	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the Minutes and Confidential Minutes of the meeting of the Finance & General Purposes Committee held on 23 rd March 2021 (previously circulated) be approved by the committee and signed by the chairman as a true record.
F05/21	<u>MATTERS ARISING FROM THE MINUTES</u> • F78/20 – Members received confirmation that the Cost of PAT training was £5 greater than authorised due to the original course provider withdrawing the course. Approved under delegated authority. Course attended by Estates Supervisor on 7 th May.
F06/21	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> • F66/20 – Members considered erecting a description of the recently-hung Poor Rate and Guildhall Deeds as well as investigating the idea of installing appropriate lighting in the hallway since it was currently quite dark. RESOLVED: To proceed with the framing of a description, allowing up to £100, to be expended from the F&GP General Fund; and to proceed with investigating the installation of appropriate lighting, to be referred to a future meeting of the committee.

F07/21	<p><u>HARWICH QUAY FIREWORKS</u> The clerk raised the issue with members that the applicant had sufficient funds to cover the cost of the event but had explained that the council's grant would ensure that their funds were not depleted, allowing them a safety net should turn out, and thus on-the-night donations be lower than anticipated. RESOLVED to RECOMMEND: To award £1500 s137 grant.</p>
F08/21	<p><u>TENDRING BRASS BAND</u> The clerk raised some concerns over the eligibility of the application and the benefit it would have to Harwich residents. Cllrs discussed their respective concerns over eligibility, relationship with the area and the level of self-funding against that requested from the council. RESOLVED: Not to award a grant.</p>
F09/21	<p><u>ESTATES SUPERVISOR REPORT</u> Estates Supervisor, Andy Wells, reported on recent and current projects/issues concerning the Council's estate, including some issues at the Hill School Site, the electrical inspection at the Putting Green and the repairs following damage at the skate park. Councillors were content that in relation to the information surrounding the CCTV at the Hill School Site, no footage will be lost if required to be viewed and there was no need to bring forward the annual maintenance.</p>
F10/21	<p><u>GUILDHALL HIRE CHARGES</u> Members considered hire charges for the Guildhall. RESOLVED: To retain current prices.</p>
F11/21	<p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u> Cllr D Smith reported his findings following a review of the accounts for the periods Jan-Mar and Apr-Jun, on 5th July. He found no irregularities and reported that everything appeared to be in very good order.</p>
F12/21	<p><u>CIVIC ROBES</u> Members considered a recommendation from the clerk to arrange for a free inspection of the council's stock of robes, headwear and accessories, which would enable a detailed report for our records, from which the council could recommence its programme of repair and replacement. RESOVLED: To proceed with the arrangements for an inspection and report.</p>
F13/21	<p><u>BANKING AND INVESTMENT REVIEW</u> The clerk confirmed the council's current banking and investment arrangements and asked members if they were content. She asked members to be mindful of the maximum protected limit of £85k. RESOLVED: To continue with current arrangements.</p>
F14/21	<p><u>HILL SCHOOL SITE</u> In reference to MIN F46/20, members considered the long-term grounds maintenance for the site. The chairman confirmed that currently, the council pays in excess of £1200 per annum for various grounds maintenance, including planting at the Putting Green. Estates Supervisor, Andy Wells, explained that he had already carried out some of these tasks himself and may be able to manage these going forward. Members discussed at length the planting provision at the putting greens and suggested that this could be carried out by the Estates Supervisor if it wasn't onerous. Cllr J Henderson suggested that TDC is contacted to establish a programme of works so this could be more easily monitored. Members suggested some quotes could be obtained from elsewhere.</p>

	<p>RESOVLED: To request a schedule of works from TDC and refer to a future meeting of the committee.</p> <p>Members also RESOLVED: to set up a working party, comprising of Cllrs Calver, Fay and Richardson, to conduct a rent review. The clerk agreed to coordinate the meeting.</p>
F15/21	<p><u>A PROSPECT OF THE TOWN & HARBOUR OF HARWICH</u></p> <p>The chairman, on behalf of Cllr Calver, provided some insight on the proposal to display the 1605 painting of Harwich by Jan Kip in the hallway of the Guildhall.</p> <p>RESOLVED: To proceed with the display of the artwork (size 35"x24") at a cost of £74.95 inc. delivery for the print and £255.30 for the frame, to be expended from the F&GP General fund, plus travel costs (est. £16) to be expended from the Travel budget.</p>
F16/21	<p><u>FIRE SAFETY AT THE GUILDHALL AND PUTTING GREEN</u></p> <p>Members considered recommendations and costs for additional fire safety measures within the Guildhall following a routine maintenance inspection. The clerk/Estates Supervisor confirmed that one of the recommendations had already been addressed previously by installing another smoke alarm nearby, so the council still met the compliance requirements. The clerk provided two quotations for consideration, to coincide with the options available.</p> <p>RESOLVED: To accept quotation 2 at a cost of £675.78, to be expended from the Fire & Safety budget.</p> <p>Members also considered recommendations and costs for additional fire safety measures at the Putting Green following a routine 5-year electrical inspection. The clerk clarified that it was a C3 category of recommendation, which states there is no immediate or potential danger, and recommended that funds are earmarked in the next financial year to be utilised as necessary. A further inspection is due in 2026.</p> <p>RESOLVED:GS/BD To earmark funds at budget time for future works.</p>
F17/21	<p><u>BEACH HUT BUDDIES</u></p> <p>Cllr I Henderson asked members to consider offering vouchers for use at the putting green to those taking advantage of the beach hut buddies scheme, which, whilst not confirmed, is intended to proceed this year. Cllr Henderson confirmed this was open to local families within the parish and likely to be those families also taking advantage of the Government's new Holiday Activities and Food Programme. TDC is involved, as is the Rugby Club, Active Essex, CVST and the Harwich Festival.</p> <p>RESOLVED: To permit an unrestricted number of vouchers to be made available to those partaking in the scheme, should it proceed.</p>
F18/21	<p><u>RAFFLE PRIZES AND USE OF GOLF CLUBS</u></p> <p>Members considered a request from Great Oakley School Fete and Parish Villages in Bloom for a raffle prize and use of the council's putting equipment on two dates in September. The clerk reminded members that any benefit may be weighted in favour of residents outside of the parish, which would be subsidised by the taxpayers of Harwich & Dovercourt.</p> <p>RESOLVED: Supply a raffle prize of a family crazy golf voucher but decline the request for use of the clubs.</p>
F19/21	<p><u>IT AND EMAIL POLICY</u></p> <p>Members reviewed additions to the current policy to provide for measures in relation to website editing.</p>

	RESOLVED: To accept the additions and adopt the revised policy.
F20/21	<p><u>BUNGIE TRAMPOLINES</u></p> <p>The chairman asked members to consider, in principle, the provision of this facility at the council-run putting greens, depending on the terms of the council's agreement with the landowner. Cllr J Henderson felt the council facility should be opened more if this were to be facilitated. Cllr I Henderson suggested local leisure providers could be approached.</p> <p>RESOLVED: To consider the implications and refer to a future meeting of the committee.</p>
F21/21	<p><u>CLEANING OF THE SKATE PARK</u></p> <p>Members considered the following 3 options for the cleaning of the skate park following damaged caused by vandalism earlier last month.</p> <ol style="list-style-type: none"> 1. To contract external services at the cost of £1300 2. To hire the equipment at the cost of £30 p/day plus £20 each way delivery, subject to sourcing water. 3. To purchase a battery powered pressure washer at the cost of £100 <p>RESOLVED: To proceed with option 3 and purchase a pressure washer at the cost of £100 to be expended from the Maintenance & Consumables budget.</p>
F22/21	<p><u>MATTERS TO BE REPORTED</u></p> <p>Members noted the following matters.</p> <ul style="list-style-type: none"> • To note expenditure authorised through delegated authority of £100 for the 5-year electrical inspection at the Putting Green, to be expended from the Premises Fire & Safety budget. • To note expenditure authorised through delegated authority of £138 for the purchase of branded face coverings, to be expended from the Health & Safety budget. • To note expenditure authorised through delegated authority of £16.24 to re-establish pitch 'n' putt holes and cement to secure fence repairs, to be expended from the Leisure Maintenance budget. • To note expenditure authorised through delegated authority of £94.50 for the hire of a large screen to facilitate viewing at the 2021 Mayor Making, to be expended from the Covid Recovery EMR • To note expenditure authorised through delegated authority for Emergency First Aid at Work training for Harwich Town Council employees and councillors at a cost of £315 to be expended from the Health & Safety budget. • To note receipt of 'New Apprenticeship Incentive' of £1000, which has been credited to a new 'Apprenticeship Incentive' earmarked reserve. • To note completion of Energy Performance Review at the buildings on the Hill School Site. • To note that in relation to the National Employers' pay offer to the National Joint Council (NJC) Unions in respect of staff covered by the local government services NJC (the Green Book) of an increase of 1.5% on all NJC pay points 1 and above with effect from 1 April 2021, the

	<p>trade unions have written to the National Employers to reject the pay offer and have asked for urgent talks.</p> <ul style="list-style-type: none"> • Members considered a request to open the Putting Greens on two additional days to accommodate a putting tournament, subject to Covid restrictions. The clerk confirmed that she was still awaiting an official request as this had originally come via one of the council's Leisure Attendants. Members agreed to grant the request. Members also agreed that should other requests come in of a similar nature, that the clerk could agree this without further reference to the committee.
F23/21	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <p>Members noted receipt of the following correspondence:</p> <ul style="list-style-type: none"> • Letter of thanks/acknowledgement of grant from Harwich Kindertransport, Memorial Fund, Grand Theatre of Lemmings and The Harwich International Shanty Festival.
F24/21	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Finance & General Purposes Committee will be held on Tuesday 21st September 2021 at The Guildhall, Church Street, Harwich, at 7.00pm.</p>
F25/21	<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"> • Additional Keyholder • Apprentice end of probation review • Estates Supervisor end of probation review

The chairman closed the public part of the meeting at 8.57pm.

CHAIRMAN

DATE