

**HARWICH TOWN COUNCIL**  
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**MINUTES**  
**of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street**  
 on  
**Tuesday 21<sup>st</sup> June 2022 at 7.02pm**

<b>Present:</b>	<b>Councillors Calver, Davidson, Fay, I Henderson, J Henderson, Richardson, D Smith, G Smith</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</b>

**Public questions:** None

<b>F01/22</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr Fowler
<b>F02/22</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>F03/22</b>	<b><u>ELECTION OF VICE-CHAIR</u></b> With only a single nomination it was <b>RESOLVED:</b> To elect Cllr Calver as Vice-Chair of the F&GP Committee for the 2022/23 Municipal Year.
<b>F04/22</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 held on 22 <sup>nd</sup> March 2022 (previously circulated) be approved by the committee and signed by the chairman as a true record.
<b>F05/22</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> • <b>MIN F86/21</b> – Members considered a recommendation for the replacement of 2x emergency lights in Building 4 at the Hill School Site following periodic electrical inspection. <b>RESOLVED:</b> To arrange for the replacement of emergency lights at a cost of £148 to be expended from the Hill School Repairs & Maintenance budget.
<b>F06/22</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> • <b>MIN F40/21</b> – The clerk provided an update on the <b>cleaning of the Mayoral robe</b> and that due to this not proceeding, there would be a credit on the programme of cleans/replacements previously agreed. It was suggested and agreed that the clerk would enquire as to the validity period of the credit with a view to revisiting the item and referring back to Committee at a later date. • <b>MIN F48/21</b> – The clerk gave members an an update on the <b>licence for the</b>

	<b>Putting Green</b> and confirmed there had been little progress made by the district council.
<b>F07/22</b>	<b><u>HARWICH CULTURAL &amp; COMMUNITY PROJECTS</u></b> <b>RESOLVED:</b> To award £900 s137 grant
<b>F08/22</b>	<b><u>THE ARK CENTRE</u></b> <b>RESOLVED:</b> To award £950 s137 grant
<b>F09/22</b>	<b><u>HARWICH QUAY NEW YEARS EVE FIREWORKS</u></b> 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 buffer for next year's event. <b>RESOLVED to RECOMMEND:</b> To award £2500 s137 grant.
<b>F10/22</b>	<b><u>ESTATES SUPERVISOR REPORT</u></b> Estates Supervisor, Andy Wells, reported on recent and current projects/issues concerning the Council's estate, including an issue with graffiti at the skate park, repairs to a council-owned noticeboard, and a ground maintenance update for the Hill School Site. Mr Wells confirmed that quotes were still waited for the works to support the boundary wall in the Guildhall backyard. Cllr I Henderson commended the Estates Supervisor on the works he's carried out, especially at the putting green to enable it to be opened on time this season. Cllr J Henderson suggested members might find time to assist in making the skatepark look presentable in time for the skate park festival in July.
<b>F11/22</b>	<b><u>GUILDHALL HIRE CHARGES</u></b> Members considered hire charges for the Guildhall. GC proposed a freeze. <b>RESOLVED:</b> To retain current prices for 2022.
<b>F12/22</b>	<b><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></b> Cllr D Smith reported his findings following a review of the accounts for the periods Jan-Mar on 13 <sup>th</sup> June. He found no irregularities and reported that everything appeared to be in very good order.
<b>F13/22</b>	<b><u>FIRE SAFETY RECOMMENDATIONS</u></b> Members considered recommendations for the purchase of 2x Co2 fire extinguishers for the Guildhall, following a routine inspection. <b>RESOLVED:</b> To purchase the extinguishers at a cost of £234.11, to be expended from the Fire & Safety budget.
<b>F14/22</b>	<b><u>MAYOR'S CHAIN BOX, CORONATION SPOONS AND GANGES BANNER</u></b> Members considered recommendations for the storage of the former Mayor's chain box, Coronation spoons and Ganges banner. <b>RESOLVED:</b> To loan the Mayor's chain box and Coronation spoons to the Harwich Museum and gift the Ganges Banner to the Ganges Museum in Shotley.
<b>F15/22</b>	<b><u>HILL SCHOOL SITE – BUILDINGS 3 AND 5</u></b> Members acknowledged the external painting of Building 3 to a grey colour and that external decoration was the responsibility of the tenant, which required formal authorisation. Additionally, in relation to <b>MIN F14/19</b> members considered a request from the tenant of building 5 to change the previously authorised colour change from green to grey to match that of building 3.

	<p><b>RESOLVED:</b> To grant retrospective authorisation for the colour change for building 3, in accordance with the tenant lease and to approve the change of colour paint to the external walls of building 5 to match that of building 3.</p>
<b>F16/22</b>	<p><b><u>VIREMENTS</u></b>  Members considered the following in-year virements:  Debit:  • £27107.67 from the Hill School Maintenance EMR.</p> <p>Credit:  • £5k to the Elections EMR; £8352 to the Christmas Lights EMR;  £3755.67 to the Skate Park Festival EMR.</p> <p>Create:  • Queen’s 100<sup>th</sup> EMR and credit with £10k.</p> <p><b>RESOLVED:</b> To proceed with the virements.</p>
<b>F17/22</b>	<p><b><u>TOWN CRIER</u></b>  Members acknowledged an application form for membership to the Ancient Honourable Guild of Town Criers and the need for this to be signed by the appointing organisation and a supporting reference provided. Members also considered the costs of membership and whether to fund this going forward.  <b>RESOLVED:</b> To authorise the clerk to sign and stamp the application form and provide a supporting reference, and to agree to fund the cost of membership at £35 per year plus the initial joining fee of £50, to be expended from the Civic Expenditure budget.</p>
<b>F18/22</b>	<p><b><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b>  Members noted receipt of the following correspondence:  Letters of thanks/acknowledgement for grants from Harwich International Shanty Festival, Harwich &amp; District Indoor Bowls Centre and the Harwich Festival.</p> <ul style="list-style-type: none"> <li>• The Clerk read aloud a letter of thanks from Spring Meadow Primary School for the Platinum Jubilee gift bags, which were gifted by the council to their pupils. It was agreed to note this at the next Full Council meeting.</li> <li>• Members also considered a request from the local branch of the RNLI for a donation. Cllr I Henderson believed that it was their intention to purchase a new vessel and as such need to raise a percentage of the money themselves although this is likely to take several years. It was confirmed that any donation would go directly towards Harwich. After much discussion, it was <b>RESOLVED:</b> To donate £1k to the John Tetheredge fund under s137.</li> </ul>
<b>F19/22</b>	<p><b><u>MATTERS TO BE REPORTED</u></b>  Members <b>noted</b> the following matters.</p> <ul style="list-style-type: none"> <li>• Expenditure of £45.98 by delegated authority, for the purchase of photo frames in the Gaol (one to hold the description of the wall painting and the other to replace the broken one which holds the description of the Gaol itself).</li> </ul>
<b>F20/22</b>	<p><b><u>DATE OF NEXT MEETING</u></b>  The next meeting of the Finance &amp; General Purposes Committee will be held on <b>Wednesday 21<sup>st</sup> September 2022 at The Guildhall, Church Street, Harwich, at 7.00pm</b>. The chair stated that this date may need to be changed and that this would be communicated formally with plenty of notice.</p>
<b>F21/22</b>	<p><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b>  Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to</p>

	<p>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>Clerk's salary review</b></li></ul>
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The chairman closed the public part of the meeting at 8.05pm.

**CHAIRMAN**

**DATE**