

MINUTES
of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street
 on
Tuesday 27th September 2022 at 7.00pm

Present:	Councillors Calver, Davidson, Fay, J Henderson, Richardson, G Smith
In the Chair:	Councillor Morrison (Cllr Calver during item 6)
Clerk:	Ms Lucy Ballard
Also present:	1 member of the public, 0 members of the press

The chair confirmed that for expediency, item 13 would be brought forward on the agenda and would be discussed after item 5 and that the items relating to the Dignity at Work Policy and the decorating quotes would be deferred to a future meeting.

Public questions: None

F23/22	<u>APOLOGIES FOR ABSENCE</u> Cllrs Fowler, I Henderson and D Smith
F24/22	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> Cllrs Morrison and G Smith declared a personal interest in the grant funding application for NEST (item 6) as they are trustees of the organisation and left the chamber during the discussion and vote. Cllr Calver chaired the committee for this item.
F25/22	<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 21 st June 2022 (previously circulated) be approved by the committee and signed by the chairman as a true record.
F26/22	<u>MATTERS ARISING FROM THE MINUTES</u> • MIN F06/22 – Members received confirmation that the credit for non-clean of Mayor's robe will remain on account indefinitely.
F27/22	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> • MIN F41/18 – Members received confirmation that the Project to paint the Buoy by the Harwich phone box had been completed and all grant funding for this project had been expended.
F28/22	<u>PETANQUE PRIVATE HIRE</u> Members considered a request for use of the council-owned pétanque terrain.

	<p>Cllr Calver confirmed that the facility isn't public amenity land; it's owned by Tendring District Council and operated under licence by Harwich Town Council. Regarding future use, he felt the group could benefit from the same arrangement as the previous U3A group had.</p> <p>RESOLVED: To allow use of the pétanque terrain, on the same terms as was previously in place for the U3A.</p>
F29/22	<p><u>HARWICH MUSEUM</u></p> <p>RESOLVED: To award £600 s137 grant</p>
F30/22	<p><u>NORTH ESSEX SUPPORT TEAM</u></p> <p>Cllr Calver chaired this item</p> <p>RESOLVED TO RECOMMEND: To award £2000 s137 grant subject to the applicant confirming, prior to the next Full Council meeting, they will keep records of all recipients in order to maximise the effectiveness of the distribution and avoid people benefiting multiple times and that all recipients are to be residents of the parish.</p>
F31/22	<p><u>ESTATES SUPERVISOR REPORT</u></p> <p>Estates Supervisor, Andy Wells, reported on recent and current projects/issues concerning the Council's estate, including ongoing issues with graffiti at the skate park and on one of the council's noticeboards; the Putting Green has now closed for the season and all crazy golf obstacles have been removed, and a mention of the ceremonial activities of the council over the last few months.</p> <p>Cllr Richardson referred to the council-owned pressure washer and whether this would work to remove the graffiti. The Estate Supervisor confirmed this wasn't tough enough to remove the graffiti.</p> <p>Cllr Morrison commended Andy Wells on taking on the role of Mace Bearer at such short notice at the civic events surrounding the Queen's death and the King's accession, when he did a wonderful job and did the council proud.</p>
F32/22	<p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></p> <p>The chair, on behalf of Cllr D Smith, reported the findings following a review of the accounts for the periods Apr-Jun on 23rd September. No irregularities were found and everything appeared to be in very good order.</p>
F33/22	<p><u>BANKING & INVESTMENT REVIEW</u></p> <p>Cllr Calver suggested that the clerk approaches the council's internal auditor to ascertain their ability and willingness to assist with a thorough review.</p> <p>RESOLVED: To make enquires with the council's internal auditor.</p>
F34/22	<p><u>SKATEPARK GRAFFITI REMOVAL</u></p> <p>Members discussed the levels of graffiti on the council-owned skatepark and</p> <p>RESOLVED: To proceed with having the graffiti removed with the quote to be considered under Confidential business.</p>
F35/22	<p><u>HILL SCHOOL SITE – BUILDING 1</u></p> <p>Members considered some correspondence from the tenant of Building 1 and discussed how to address the outdated heating within the building.</p> <p>RESOLVED: To confirm that HTC will proceed with the replacement of the heaters in Building 1 and bring quotations back to a future meeting.</p>
F36/22	<p><u>ANNUAL PLAY INSPECTION</u></p> <p>Members received confirmation of completion of the annual skatepark inspection and noted 1x Replacement Skatepark Safety Signage at cost of £79.38 which was authorised under delegated authority.</p>

F37/22	<u>LEISURE SEASON ANALYSIS</u> Members considered an analysis of income against expenditure for the 2022 season and discussed what measures could be taken for the future use of the facility. It was agreed to bring this back to a future meeting.
F38/22	<u>DIGNITY AT WORK POLICY</u> It was agreed to defer discussion of this item to a future meeting.
F39/22	<u>TRAINING</u> RESOLVED: To approve cost of £150 for Estates Supervisor to attend Fire Safety – Level 2 course on 28 th September 2022 with the cost to be expended from the Training budget.
F40/22	<u>EMR Funds</u> RESOLVED: To rename Queen’s 100 th EMR to King’s Coronation Celebrations EMR
F41/22	<u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u> Members noted receipt of the following correspondence: Letters of thanks for grants received from: <ul style="list-style-type: none"> • Ark Centre • Harwich Quay New Year’s Eve Fireworks • Harwich Cultural Community Projects
F42/22	<u>MATTERS TO BE REPORTED</u> Members noted the following matters. <ul style="list-style-type: none"> • To report expenditure of £48.39 for the purchase of 3x polo shirts for Estates Supervisor, to be expended from the Staff costs budget. • To report expenditure of £27 for the printing of 2x Skatepark Safety Signage, to be expended from the Skatepark Rent & Maintenance budget. • To report changes to Barclays Business Savings Accounts
F43/22	<u>DATE OF NEXT MEETING</u> The next meeting of the Finance & General Purposes Committee will be held on Tuesday 13th December 2022 at The Guildhall, Church Street, Harwich, at 7.00pm.
F44/22	<u>EXCLUSION OF PUBLIC AND PRESS</u> 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: <ul style="list-style-type: none"> • Graffiti Removal • Assistant Clerk end of probation review • Clerk’s Job Description • Guildhall External Decorating

The chairman closed the public part of the meeting at 8.14pm.

CHAIRMAN

DATE