

**MINUTES**  
**of the Meeting of the Finance & General Purposes Committee**  
 held at  
**The Guildhall, Church Street**  
 on  
**Tuesday 13<sup>th</sup> December 2022 at 7.07pm**

<b>Present:</b>	<b>Councillors Calver, Fay, I Henderson, J Henderson, Richardson, D Smith and 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 member of the public, 0 members of the press</b>

**Public questions:** None

<b>F52/22</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Davidson and Fowler
<b>F53/22</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>F54/22</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 Tuesday 27 <sup>th</sup> September 2022 (previously circulated) be approved by the committee 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 held on Friday 2 <sup>nd</sup> December 2022 (previously circulated) be approved by the committee and signed by the chairman as a true record.
<b>F55/22</b>	<b><u>MATTERS ARISING FROM THE MINUTES</u></b> Members noted the following: <ul style="list-style-type: none"> <li>• <b>MIN F28/22</b> – Confirmation that prospective <b>private hirers</b> of the pétanque terrain accepted terms of use and have generated £42 of out of season income during September and October.</li> <li>• <b>MIN F33/22</b> – The <b>banking and investment review</b> will be discussed with the internal auditor at their next visit on 14<sup>th</sup> December.</li> <li>• <b>MIN F38/22</b> – The <b>Dignity at Work policy</b> is in progress.</li> </ul>
<b>F56/22</b>	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b> None
<b>F57/22</b>	<b><u>ESTATES SUPERVISOR REPORT</u></b> Estates Supervisor, Andy Wells, reported on recent and current issues

	including the need to instal additional guttering at the Hill School Site, the delay in waiting for graffiti removal at the skatepark, the closure of the putting greens for the winter, installation of Christmas lights in the town centre and along the Quay and the receipt of quotations for the external painting of the Guildhall.
<b>F58/22</b>	<b><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></b> Cllr D Smith reported the findings following a review of the accounts for the periods Jul-Sep on 7 <sup>th</sup> December. No irregularities were found, and everything appeared to be in very good order.
<b>F59/22</b>	<b><u>CHRISTMAS GUILDHALL CLOSURE</u></b> Members considered closure of the Guildhall and Council offices over the Christmas period and <b>RESOLVED:</b> To close from 1pm on Friday 23 <sup>rd</sup> December 2022 – 9.30am on Tuesday 3 <sup>rd</sup> January 2023.
<b>F60/22</b>	<b>Exclusion of public and press</b> 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: • <b>Putting Green Licence</b>

The meeting moved to confidential business at 7.13pm

The public meeting resumed at 7.17pm

<b>F63/22</b>	<b><u>LEISURE SEASON 2023</u></b> Members considered opening dates and times for the Council-managed leisure facilities for the 2023 season. <b>RESOLVED:</b> That the opening hours are to remain at 11am – 4pm and that for 2023 the following opening dates will apply: Easter (7 <sup>th</sup> – 10 <sup>th</sup> Apr); weekends from June and full opening from 22 <sup>nd</sup> Jul – 3 <sup>rd</sup> September). Additionally, it was agreed to open the facility on the dates of the following events: Harwich Half Marathon (April) Tour de Tendring (May) Motorcycle Rally (Sep) It was also <b>RESOLVED:</b> To proceed with the recruitment of Seasonal Leisure Attendants as necessary with the process being managed by the Clerk. An hourly rate was also considered for Seasonal Leisure Attendants and it was <b>RESOLVED:</b> to pay all post holders at the relevant NLW applicable at the time.
<b>F64/22</b>	<b><u>HILL SCHOOL SITE – BUILDING 4</u></b> <b>RESOLVED:</b> To approve replacement of cracked electricity box in line with recommendations in Condition Survey, at the cost of £50.25 to be expended from the Hill School Maintenance EMR.
<b>F65/22</b>	<b><u>IT</u></b> Members discussed taking the web/email hosting of the harwichtowncouncil.co.uk domain back in house at a cost of c£50 for first payment, allowing for marginal annual increases.

	<p><b>RESOLVED:</b> To take the web/email hosting back in-house to be expended from the ICT budget.</p> <p>Members also discussed purchasing a new firewall to enable support to continue beyond 31<sup>st</sup> December 2022 at a cost of c£800 - £1000.</p> <p><b>RESOLVED:</b> To purchase new firewall to be expended from the ICT budget.</p>
F66/22	<p><b><u>KEYHOLDER AND ALARM RESPONSE SERVICES</u></b></p> <p>Members reviewed the existing service and considered renewal.</p> <p><b>RESOLVED:</b> To proceed with renewing keyholding and alarm response services with current provider for a period of 3 years, commencing 2023/24 at a cost of £248 per annum plus £46 callout charge, to be expended from the maintenance budget.</p>
F67/22	<p><b><u>SLCC MEMBERSHIP</u></b></p> <p><b>RESOLVED:</b> To renew subscription for the Clerk 2023/24 at a cost of £236 to be expended from the Subscriptions budget.</p>
F68/22	<p><b><u>DATA AUDIT</u></b></p> <p><b>RESOLVED:</b> To approve the annual Data Audit for Harwich Town Council.</p>
F69/22	<p><b><u>HEATH &amp; SAFETY AND FIRE SAFETY</u></b></p> <p>Members considered the risk assessments and the measures needed to mitigate risks. Cllr Fay referred to measures to protect the building against cold weather. Andy Wells confirmed that reasonable measures are already taken and agreed to add this to the risk assessment.</p> <p><b>RESOLVED:</b> To approve the risk assessments.</p>
F70/22	<p><b><u>HILL SCHOOL RESTORATION PROJECT</u></b></p> <p>The clerk briefed members on the progress made in carrying out recommended works following receipt of a condition report in early 2017 and that she will be writing to tenants in due course to follow up on improvement works which had been previously request and which are still outstanding. It was confirmed that the only remaining works that could become necessary would be the roof replacements on the DTG occupied buildings and that earmarked funds would need to be monitored to ensure there was sufficient which the time comes.</p>
F71/22	<p><b><u>TELEPHONE AND BROADBAND SERVICES</u></b></p> <p><b>RESOLVED:</b> To renew all telephone, mobile and broadband services with current provider for a period of 2 years at an estimated increase of 1.82%, allowing for marginal further increases throughout the period.</p>
F72/22	<p><b><u>BUDGET/PRECEPT 2023/24</u></b></p> <p>Members considered the estimates for income and expenditure for the 2023/24 financial year including recommendations to earmarked funds.</p> <p>Cllr Calver confirmed that the Tax Base was increasing this year, which would generate more precept whilst keeping the 'per property' figure unchanged.</p> <p><b>RESOLVED TO RECOMMEND:</b> that on a total budget of £228483, the council precept on Tendring District Council for £212406 having an impact of £37.79 per annum or 73p per week for a Band D council taxpayer based on a provisional tax base of 5621 and representing a zero increase on 2022/23. It was additionally agreed that any remaining underspends at year end would be allocated at the outset of the new financial year.</p> <p>The clerk confirmed that final figures would be circulated prior to the Full Council meeting on 10<sup>th</sup> January when the precept would be formally set.</p> <p>Members also <b>RESOLVED:</b> the following mid-year virements:</p>

	<p>Credit:</p> <ul style="list-style-type: none"> <li>• £10k to Building Maintenance EMR</li> <li>• £5k to King's Coronation Celebrations EMR</li> <li>• £749 to National Events EMR</li> </ul> <p>Create:</p> <p>CCTV EMR and credit £10k</p> <p>The chair thanked vice-chair Cllr Calver as well as the clerk for their work in preparing the budget.</p>
<b>F73/22</b>	<p><b><u>MATTERS TO BE REPORTED</u></b></p> <p>Members <b>noted</b> the following matters.</p> <ul style="list-style-type: none"> <li>• <b>F56/21</b> – A £40 increase in the annual fee for Payroll services to the council, effective from April 2023.</li> <li>• The NJC has reached agreement on the 2022-23 pay awards to apply a flat rate payment of £1925 on each scale point and this is implemented with immediate effect for all applicable employees, along with the necessary back pay. No agreement has been made on the 2023-24 pay awards. Local agreement on the implementation of some aspects of the award, to be discussed under confidential business.</li> </ul>
<b>F74/22</b>	<p><b><u>MATTERS RECEIVED IN THE POST OR INFORMATION RAISED BY MEMBERS</u></b></p> <p>Members noted receipt of the following correspondence: Letters of thanks for grants received from:</p> <ul style="list-style-type: none"> <li>• Harwich Museum</li> </ul> <p>Evaluation form following grant received from:</p> <ul style="list-style-type: none"> <li>• Harwich and District Social Stroke Club</li> <li>• Age Well East</li> </ul>
<b>F75/22</b>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of the Finance &amp; General Purposes Committee will be held on <b>Tuesday 21<sup>st</sup> March 2023</b> at <b>The Guildhall, Church Street, Harwich</b>, at <b>7.00pm</b>.</p>
<b>F76/22</b>	<p><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b></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"> <li>• <b>National Pay Award</b></li> <li>• <b>Heating Upgrade for Building 1 on the Hill School Site</b></li> <li>• <b>Guildhall External Decoration</b></li> <li>• <b>Apprentice</b></li> </ul>

The chairman closed the public part of the meeting at 7.55pm.

**CHAIRMAN**

**DATE**