

MINUTES
of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street
 on
Tuesday 21st March 2023 at 7.01pm

Present:	Councillors Calver, Davidson, J Henderson, Richardson, D Smith and G Smith
In the Chair:	Councillor Morrison
Clerk:	Ms Lucy Ballard
Also present:	0 member of the public, 0 members of the press

Public questions: None

F81/22	<u>APOLOGIES FOR ABSENCE</u> Cllrs Fowler and I Henderson Absent – Cllr Fay
F82/22	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
F83/22	<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 Tuesday 13 th December 2022 (previously circulated) be approved by the committee and signed by the chairman as a true record.
F84/22	<u>MATTERS ARISING FROM THE MINUTES</u> Members noted the following: <ul style="list-style-type: none"> • F55/22 – The Banking and investment review is in progress following a meeting with the internal auditor. • F64/22 – The broken Electricity box door has been replaced at Bldg 4 at the Hill School Site. • F65/22 – The New firewall has been purchased and is being configured. • F78/22 – The heating upgrade in bldg 1 on the Hill School Site has been completed. Members noted an additional cost of £200, authorised under delegated authority, for a new Energy Performance Certificate, expended from the Hill School Maintenance EMR.
F85/22	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> Members noted the following: <ul style="list-style-type: none"> • MIN 67/21 – The Council Website revamp is complete.

	<p>• MIN F48/21 – The clerk confirmed that the licence for the Putting Green had now been received, signed and returned. The licence expires in March 2024.</p>
F86/22	<p><u>HARWICH INTERANTIONAL SHANTY FESTIVAL</u> RESOLVED TO RECOMMEND: To award £3250 s137 grant</p> <p>The grant was reduced by £250 to reflect a cost (website) which the committee believed was a year-round running cost.</p>
F87/22	<p><u>THE HARWICH FESTIVAL</u> RESOLVED TO RECOMMEND: To award £3300 s137 grant</p>
F88/22	<p><u>THE ELECTRIC PALACE</u> RESOLVED TO RECOMMEND: To award £1905 s137 grant</p> <p>The clerk agreed to inform the committee if this grant funding would be counted as an eligible activity for the purposes of retaining dementia friendly status.</p>
F89/22	<p><u>HARWICH & DISTRICT SOCIAL STROKE GROUP</u> RESOLVED: To award £500 s137 grant</p>
F90/22	<p><u>HARWICH & DOVERCOURT PARTNERSHIP</u> RESOLVED: To award £250 s137 grant</p>
F91/22	<p><u>ESTATES SUPERVISOR REPORT</u> Estates Supervisor, Andy Wells, reported on recent and current issues including the completion of the heating upgrade to Bldg 1 at the Hill School Site, the issues concerning graffiti removal at the skatepark, the preparation of the putting greens in readiness for the new season and confirmation of the impending redecoration of the outside of the Guildhall. Andy also made reference to the Holocaust Memorial Day and Flood Memorial Garden rededication ceremony.</p> <p>Cllr Morrison commented on how well Andy carried out his role on Holocaust Memorial Day.</p>
F92/22	<p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u> Cllr D Smith reported the findings following a review of the accounts for the periods Oct-Dec 2022 on 21st March. No irregularities were found, and everything appeared to be in excellent order.</p>
F93/22	<p><u>LEISURE SEASON 2023</u> Members considered the Pricing for the 2023 season. Cllr Calver felt it was important to acknowledge the cost of living crisis and proposed the prices should be frozen for 2023.</p> <p>RESOLVED: To retain 2022 prices.</p>
F94/22	<p><u>STAFF TRAINING</u> RESOLVED: To authorise clerk's attendance at an HR summit at a cost of £60 to be expended from the Training budget.</p>
F95/22	<p><u>TREE SURVEY</u> Members noted that following the recent survey of trees on council managed land, there was no action required on the Hill School Site since all large trees have since been removed and it would no longer be necessary to attend the site.</p>

F96/22	<p><u>SHUTTLE BUS</u> Members were advised that there would be no requirement for a shuttle bus service this tourist season owing to a problem with the quay which is awaiting repair and which is preventing cruise ships from coming into port.</p>
F97/22	<p><u>PUTTING GREEN HUT MAINTENANCE</u> RESOLVED: To proceed with bi-annual external maintenance at a cost of £116.44 to be expended from the 2023/24 Leisure Maintenance budget.</p>
F98/22	<p><u>FINANCIAL REGULATIONS</u> Members reviewed the Financial Regulations and with there being no changes, it was RESOLVED: To adopt for 2023/24.</p>
F99/22	<p><u>COUNCIL INSURANCE</u> Members considered insurance provision commencing from April 2023. The clerk confirmed that despite seeking 3 quotations, only one firm quote was received. Another insurer felt they wouldn't be competitive so declined to offer a firm quote.</p> <p>RESOLVED: To proceed with a 3-year long-term agreement with Zurich Municipal at a cost of £5080.16 per annum (subject to policy additions/increases/removals/decreases) commencing April 2023, with the costs to be expended from the Insurance budget annually in April.</p>
F100/22	<p><u>MATTERS RECEIVED IN THE POST OR INFORMATION RAISED BY MEMBERS</u> Members noted receipt of the following correspondence: Evaluation forms following grant received from: • NEST and Harwich International Shanty Festival</p>
F101/22	<p><u>MATTERS TO BE REPORTED</u> Members noted the following matters.</p> <ul style="list-style-type: none"> • Section 137 expenditure limit for 2023/24 is set at £9.93 per elector. • Expenditure of £70, authorised under delegated authority for the attendance of the clerk at The Functions of Committees & Delegated Powers training course on 28th February, to be expended from the Training budget. • Expenditure of £360, authorised under delegated authority, for the replacement of an isolator switch in Bldg 3 of the Hill School Site, presently occupied by the Harwich Amateur Boxing Club, to be expended from the Hill School Maintenance EMR. • Expenditure of £112, authorised under delegated authority, for the repair of the Chamber clock, to be expended from the Maintenance and Consumables budget. • Expenditure of £300, authorised under delegated authority, for the annual emergency lighting inspection at all buildings at the Hill School Site, to be expended from the 2023/24 Professional Costs budget.
F102/22	<p><u>DATE OF NEXT MEETING</u> The next meeting of the Finance & General Purposes Committee will be held on a date to be agreed at The Guildhall, Church Street, Harwich, at 7.00pm.</p>
F103/22	<p><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:</p>

	<ul style="list-style-type: none">• Salary Reviews• Annual Leave• Financial Risk Assessment and System of Internal Control.• Leisure Attendants• National Events
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The chairman closed the public part of the meeting at 7.32pm.

CHAIRMAN

DATE