

HARWICH TOWN COUNCIL
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MINUTES
of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street
 on
Thursday 28th September 2023 at 7.00pm

Present:	Councillors Calver, J Henderson, Richardson and Todd
In the Chair:	Councillor Morrison
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 0 members of the press and Estate Supervisor, Andy Wells

Public questions: None

F26/23	<u>APOLOGIES FOR ABSENCE</u> Cllrs Chable, Fowler Saunders and Wade
F27/23	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
F28/23	<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 Wednesday 20 th June 2023 (previously circulated) be approved by the committee and signed by the chairman as a true record.
F29/23	<u>MATTERS ARISING FROM THE MINUTES</u> <ul style="list-style-type: none"> • MIN F06/23 – The clerk provided an update on graffiti removal at the skate park and reported that the Estate Supervisor would be attending to this within the next week or two. • Min F11/23 - The clerk provided an update on the portrait of the King acquisition enquiries made regarding size of print and relevant costings associated. The scheme is not yet open and costs for alternative framing have been sought and are awaited. • Min F12/23 – Confirmation was received that the new photocopier lease had been agreed with the provider for a term of 5 years and new copier is now installed. • Min F13/23 – Confirmation was received that the Hill School Site drain repair had taken place and no further costings were required. • MIN F07/23 – Cllr Morrison updated members on the enquiries made with the Jambo Café grant applicant and reported that no response had been received. The clerk confirmed that application can no longer progress.

F30/23	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></p> <ul style="list-style-type: none"> • F46/22 – Confirmation was received that the Asst. Clerk had commenced the CiLCA qualification, and the total cost will be £675 plus £420 for SLCC registration (including EMA online submission tool). • F79/22 and F06/23 – Confirmation was received that the external decoration of the Guildhall has been completed and the additional cost incurred due to extra unforeseen carpentry works, to be expended from the Building Maintenance EMR, was £1260. There was also a £96 additional scaffolding costs (due to a VAT calculation error) and an additional £150 on the Crest refurbishment, both to be expended from the Building Maintenance budget. Some savings were made on materials, bringing the total project cost to £10308.
F31/23	<p><u>COMMUNITY VOLUNTARY SERVICES TENDRING (CVST)</u></p> <p>RESOLVED: To award up to £1000 s137 grant dependent upon the receipt of grant funding from other sources.</p>
F32/23	<p><u>HARWICH & DOVERCOURT RUGBY CLUB</u></p> <p>Members were informed that not all information had been provided in relation to the bench and therefore members agreed to consider the costs for the coaches in isolation.</p> <p>RESOLVED TO RECOMMEND: To award £750 s137 grant for the training of the coaches and underwrite up to £943 for the friendship bench pending confirmation of accurate costs from the applicant.</p>
F33/23	<p><u>HARWICH QUAY NEW YEARS EVE FIREWORKS</u></p> <p>RESOLVED TO RECOMMEND: To award £2500 s137 grant.</p>
F34/23	<p><u>THE PHAROS TRUST – LV18</u></p> <p>Members were informed that this application was only being brought before them as the decision made not to fund further applications of this nature was made by the previous council. The clerk read out the conditions placed on the last grant. The works were considered routine maintenance costs, funding for which falls outside of the grant funding scheme.</p> <p>RESOLVED: Not to fund.</p>
F35/23	<p><u>ESTATES SUPERVISOR REPORT</u></p> <p>Members acknowledged the latest report from Estate Supervisor, Andy Wells, which detailed recent and current projects/issues concerning the Council's estate, including drainage and electrical works carried out at the Hill School site and essential maintenance needed at the skate park, putting green and noticeboards. Members agreed that Andy was doing a great job.</p>
F36/23	<p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></p> <p>Members acknowledged a report from Cllr Smith following a review of the accounts for the periods Apr-Jun on 12th September. No irregularities were found and everything appeared to be in excellent order.</p>
F37/23	<p><u>BANKING & INVESTMENT REVIEW</u></p> <p>In the light of the last year's review, the clerk asked members to consider an investment strategy for the council, a draft of which had been circulated.</p> <p>RESOLVED TO RECOMMEND: Adoption of the Investment Strategy for Harwich Town Council.</p>

	<p>Members also considered some investments, which had been investigated by the RFO. She confirmed that these were considered low risk and would reap a greater yield than at present. Cllr Calver laid out a proposal.</p> <p>RESOLVED TO RECOMMEND: Increase in investment with NS&I by £30k; make initial investment with the CCLA's Public Sector Deposit Fund of £100k and to retain the Barclays Premium Business (saver) account.</p>
F38/23	<p><u>LEISURE SEASON ANALYSIS 2023</u></p> <p>Members noted an analysis of income against expenditure for the 2023 season.</p>
F39/23	<p><u>CCTV AT THE SKATE PARK</u></p> <p>Ref: MIN F17/23 – The clerk updated members on the enquiries made to TDC regarding CCTV installation at Dovercourt Skate Park, which included arranging a meeting for early October, with the manager of Dovercourt Lifestyles and their CCTV company to discuss possible options for enhancing the system. The clerk informed members that there could be an issue to consider such as access to images and data processing.</p> <p>Members were also asked to consider next actions, including submitting a proposal and request for deployment of a mobile camera for a temporary period, to establish a case for a more permanent provision. This would come at a cost of up to £260. Cllr Henderson confirmed that often, consultation with various authorities is required before permission is granted to deploy a camera. Cllr Calver felt it would be worth investigating.</p> <p>Members discussed at length, nominating a lead member with a suggestion made for Cllr Chable. Cllr Henderson was unhappy with the suggestion that she had declined to act as lead member and confirmed she was happy to get involved but that she wished for the initial enquiries to be made first by the officers. She suggested that Cllr Fowler be asked since the skatepark fell into her ward.</p> <p>RESOLVED: To proceed with making an application to request deployment of a mobile camera and report back on the meeting with TDC at the next meeting of the committee. Also to nominate Cllr Chable as the lead member on this project.</p>
F40/23	<p><u>ST GEORGE CROSS</u></p> <p>Members considered purchasing a replacement flag for the Guildhall as the existing flag was looking worn and weathered and discussed two options.</p> <p>RESOLVED: To purchase the Hand Sewn (2 yard) flag at a cost of £80.51 to be expended from the FGP General Budget.</p>
F41/23	<p><u>TRAINING</u></p> <p>MIN F18/23 – Members considered a Councillor Training & Development policy which would include a series of sessions that would be offered during the lifetime of a council.</p> <p>RESOLVED: To adopt the Training & Development policy for Harwich Town Council.</p> <p>Members also considered a request from the clerk to undertake the FilCA qualification and FURTHER RESOLVED: To approve cost of £120 to be expended from the Training budget.</p> <p>Members also considered purchasing essential publications to support the training commitments of both the Clerk and Asst. Clerk and FURTHER RESOLVED: To approve the cost of purchasing the latest edition of Local</p>

	Council Administration (£137) and Town & Parish Councils VAT Guide (£29.50) to be expended from the Training budget.
F42/23	<p><u>SKATEPARK FLOODLIGHTS</u></p> <p>Members considered options for replacement lighting at the skatepark.</p> <ol style="list-style-type: none"> 1. To replace with 4x Halogen lights 2. To replace with 4x LED lights 3. To replace all 8 lights with LED light fittings <p>RESOLVED: To proceed with option 3 and replace all 8 lights, with costs to be considered under confidential business.</p>
F43/23	<p><u>CHARTER FIRE PROTECTION</u></p> <p>Members considered measures to provide additional protection to the 1604 Royal Charter, which was to have a bespoke covering made, on which the charter and related articles could be stored, which will still enable these to be accessed but would offer a greater deal of protection against fire.</p> <p>RESOLVED: To proceed with the discussed measure at a cost of up to £450 to be expended from the Civic expenditure budget.</p>
F44/23	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <p>Members noted receipt of the following correspondence:</p> <p>Letters of thanks/acknowledgement for grants from the Electric Palace, The Ark Centre and The Harwich Festival.</p> <p>Evaluations forms for grants received from CVST, LV18 from Harwich Quay New Years Eve Fireworks; Harwich & District Indoor Bowls Club.</p>
F45/23	<p><u>MATTERS TO BE REPORTED</u></p> <p>Members noted the following matters.</p> <ul style="list-style-type: none"> • Expenditure of £120 authorised under delegated authority for the supply and installation of 1x three-hour non-maintained emergency exit light at bldg. 4 of the Hill School Site, following annual inspections (ref: F101/22), to be expended from the Repairs & Maintenance budget. • Expenditure of £195 authorised under delegated authority for the supply and installation of 1x 50w LED floodlight and 1x 24hr pin controlled timeclock at bldg. 1 of the Hill School site, to be expended from the Repairs & Maintenance budget. • Expenditure of £48 authorised under delegated authority for the labour only cost in replacing LED batten light in the Asst. Clerk's office, to be expended from the Maintenance & Consumables budget. • Expenditure of £140 for the supply and installation of 2x LED emergency light bulkheads, authorised under delegated authority, to be expended from the Fire & Safety budget. • Completion of annual skatepark inspection with minor remedial works to be carried out with costs authorised under delegated authority. Cllr Henderson asked about the building up of the banks and the Estates Supervisor confirmed he was investigating what was needed to do that.
F46/23	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Finance & General Purposes Committee will be held on Tuesday 12th December 2023 at The Guildhall, Church Street, Harwich, at 7.00pm or at the rise of the Planning Committee meeting, whichever is later.</p>
F47/23	<p><u>EXCLUSION OF PUBLIC AND PRESS</u></p> <p>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">• Skatepark Floodlights• Utilities Contracts• Cloud Phone Contract Renewal• Roofing Repairs
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The chairman closed the public part of the meeting at 8.29pm.

CHAIRMAN

DATE