



FINANCE COMMITTEE

You are hereby summoned to attend the meeting of Haverhill Town Council Finance Committee to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 21st February 2012 commencing at 7.30 p.m., or immediately following Full Council, whichever is the later, for the purpose of transacting the following business

CONSTITUTION: Chair: Town Mayor: Maureen Byrne
Town Councillors: L Ager, R André, L Carr
P Hanlon, B Hawes
G Stroud and C Turner

AGENDA

1. **Apologies for Absence**
Please notify the office by 5.00 p.m. on the day of the meeting if you are unable to attend.
2. **Declarations of Interest**
For Members to declare an interest in items on the agenda.
3. **Minutes of the Last Meeting**
To approve the minutes of the meeting held 17th January 2012.
4. **Matters Arising**
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 17th January 2012.
5. **Current Financial Position**
To note the financial position as at 31st January 2012 (previously circulated).
6. **To Agree the Draft Town Council Budget for 2012/2013 and Recommend it to Full Council**
To agree the draft Town Council Budget for 2012/13 and recommend it to Full Council for approval.
7. **Closure**

Signed

TOWN CLERK

13th February 2012

	Democratic Representati on	Central Administration	Freedo m of Haverhi ll	Grants to Town Hall Charity	Other Costs and Income	Draft Annual Budget 2012 to 2013	Agreed Annual Budget 2011 to 2012
Income							
Bevan House Rent					£ 6,000	£ 6,000	£ 6,000
Bank Interest		£ 10,000				£ 10,000	£ 6,000
						£ -	£ -
Expenditure							
Members Travel/Subsiste	£ 350					£ 350	£ 350
Members Training	£ 1,000					£ 1,000	£ 2,000
Members Other Costs	£ 350					£ 350	£ 600
Hire of External Meeting	£ 1,000					£ 1,000	£ 750
Mayoral Allowance	£ 1,700					£ 1,700	£ 1,575
Civic Expenses						£ -	£ -
Mayor's Function/At Hor	£ 1,925					£ 1,925	£ 1,850
Civic Carol service	£ 1,675					£ 1,675	£ 1,600
Mayor-Making	£ 525					£ 525	£ 500
Civic Photographs	£ 125					£ 125	£ 100
Election Expenses	£ -					£ -	£ 8,000
Mayor's Charitable Dona	£ 600					£ 600	£ -
						£ -	£ -
Hospitality		£ 300				£ 300	£ 300
Bevan House Maintenance		£ -				£ -	£ -
Garage Rents		£ 710				£ 710	£ 710
Window Cleaning		£ 825				£ 825	£ 825
Postage		£ 2,300				£ 2,300	£ 2,300
Stationery		£ 4,000				£ 4,000	£ 5,000
Telephone		£ 3,500				£ 3,500	£ 4,657
Office Equipment Hire		£ 2,750				£ 2,750	£ 2,675
Office Equipment Maintenance		£ 200				£ 200	£ 200
Subscriptions		£ 3,500				£ 3,500	£ 2,930
Books and Journals		£ 200				£ 200	£ 200
Insurance		£ 9,000				£ 9,000	£ 7,500
Sundry Expenses		£ 500				£ 500	£ 1,000
Office Equipment - Consumables		£ -				£ -	£ -
Legal & Professional		£ 4,000				£ 4,000	£ 5,516
Audit Fees		£ 4,250				£ 4,250	£ 14,000
Bank Charges		£ 250				£ 250	£ 250
IT Support Contracts		£ 3,250				£ 3,250	£ 3,864
IT Repairs		£ 1,000				£ 1,000	£ 10,000
IT Website Maintenance		£ 1,300				£ 1,300	£ 1,300
Catering Recharge Costs						£ -	£ -
Off-site Data/IT Storage		£ 600				£ 600	£ 1,150
						£ -	£ -
Rent of Arts Centre				£ 129,575		£ 129,575	£ 127,900
						£ -	£ -
Totals	£ 9,250	£ 32,435		£ 129,575	-£ 6,000	£ 165,260	£ 197,603

