

FINANCE COMMITTEE

**Tuesday 21st October 2003 at The Studio,
Town Hall Arts Centre
Commencing at 7.00 p.m.**



**HAVERHILL
TOWN COUNCIL**

Bevan House, Camps Road
Haverhill
Suffolk CB9 8HF

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Present: **Chair:** **Town Councillor Jacqueline Rudd**
 Town Councillors: **S Fanning, G Kiernan, Maggie Lee, and Mrs Mary Martin**

By Invitation: Town Councillors: **R Avallone (except item 7(b)), M. Dane (except items 1-3)
and M Graham (except items 1-3)**

Also present: **Six members of the public.**

1. Apologies for Absence

Apologies for absence had been received from Cllr Whelan.

2. To confirm the new Mayor as Chair of the Committee

Cllr Mrs Mary Martin proposed and Cllr Maggie Lee seconded that Cllr Jacqueline Rudd, the new Town Mayor, be elected as Chair of the Finance Committee, all being in favour.

3. Declaration of Interest

Cllrs Kiernan, Maggie Lee, and Mrs Mary Martin declared an interest as Members of St Edmundsbury Borough Council and Cllrs Kiernan and Maggie Lee as Members of Suffolk County Council.

4. Minutes

Cllr Kiernan proposed and Cllr Mrs Mary Martin seconded that the Minutes of Meeting held 17th June 2003 be accepted as a true record, all being in favour.

5. Matters arising

There were no urgent matters arising from those minutes.

6. Correspondence

- a) Sudbury-Cambridge Rail Renewal Association – Request for Parish Transport Grant Submission
The Clerk reported that the Community First Committee were not recommending to Full Council that the Market Research Project be funded by this Council. The Rail Renewal Association had asked if the Council, rather than fund the project themselves, would

apply to the Countryside Agency for a Parish Transport Grant. The Committee agreed that it might prejudice a subsequent submission if an application was made to the Countryside Agency at this point. The Clerk reported that Suffolk ACRE also operated a Transport Grant Scheme and the Committee asked that the Clerk submit details of that scheme to the Association in order that they can make their own application.

- b) Suffolk West NHS Primary Care Trust – Trust Meeting 22nd October
The Clerk reminded the Committee of the meeting scheduled for 22nd October at 10.30 a.m. at Weavers Mill.
- c) St Edmundsbury Borough Council – Parish Conference 17th November
The Clerk advised that the Borough Council was inviting representatives from the Town Council to attend a Parish Conference in Bury St Edmunds on 17th November. The Committee agreed that the Clerk seek representatives from amongst the Town Councillors who were not also Borough Councillors.

7. Resolutions Moved by Councillors

- a. Cllr Fanning proposed that in view of the time between Committee and Council meetings each Committee be authorised to delegate urgent action that requires a decision before the next scheduled meeting to the Committee Chair, Vice-Chair and the Town Clerk, any such decision being made by the majority of any two of these three. Cllr Maggie Lee proposed an amendment that in view of the time between Committee and Council meetings each Committee be authorised to delegate urgent action that requires a decision before the next scheduled meeting to the Town Clerk in consultation with the Town Mayor, Committee Chair, and Vice-Chair provided that there are no additional financial burdens. Cllr Kiernan seconded the amendment which was carried.
- b. Cllr Dane proposed that the Haverhill Town Council pledges to make no rises in the Haverhill Town Council precept for 2004 / 2005 and to maintain such a precept at the level of the current financial year. There was no seconder for this resolution. Cllr Kiernan proposed and Cllr Mrs Mary Martin seconded that the Town Council follow its normal budget process, which was carried.
- c. Cllr Dane asked that his resolution “That the Haverhill Town Council restores all committee positions, chairs and vice chairs to that which existed prior to the Haverhill Town Council Meeting dated 15 July 2003” be withdrawn.
- d. Cllr Dane proposed that mobile phones are switched off during meetings of the Haverhill Town Council. There was no seconder for this proposal. Cllr Maggie Lee proposed and Cllr Mrs Mary Martin seconded that those attending meetings be asked to switch their phones off or to silent ring during meetings, all being in favour.
- e. Cllr Dane proposed that Standing Orders of the Haverhill Town Council be changed so that Full Town Council Meetings are held once every month and the Community First Committee is terminated. There was no seconder for this proposal. Cllr Kiernan proposed, and Cllr Maggie Lee seconded that no action be taken ahead of the regular review of Standing Orders, all being in favour.
- f. Cllr Dane proposed that the Standing Orders of the Haverhill Town Council be changed so that Standing Order 49 be deleted from the Standing Orders for the Haverhill Town Council that reads "Members appointed to Committees may nominate substitutes if unable to attend a meeting of that Committee." There was no seconder for this proposal. Cllr Kiernan proposed, and Cllr Maggie Lee seconded that no action be taken ahead of the regular review of Standing Orders, all being in favour.
- g. Cllr Dane proposed that an addition is made to Standing Order 41 of the Standing Orders for the Haverhill Town Council as f) to read "all members not affiliated to political parties or groupings shall be grouped together as if they were a group and allocated seats on the basis as if they were a group and that in the event of a dispute over committee membership by such a group the Chairman of the Council shall have the final decision." Cllr Fanning seconded the proposal. There was no seconder for this proposal. Cllr Kiernan proposed an amendment, and Cllr Maggie Lee seconded the amendment that no action be taken ahead of the regular review of Standing Orders, which was carried.

7. Checks on Payments by Councillors

The Committee agreed that members of the Committee would undertake random checks on payments made as part of a regular audit routine, and that the process would commence with Cllr Fanning.

8. Councillors Allowances (Referred from Full Council)

The Clerk reported that he had written to St Edmundsbury Borough Council asking to be advised of any decision of the Parish Remuneration Panel. The legislation that enabled the Town Council to pay the Chairman's Allowance remained unaffected by the new legislation, but if Members were to be reimbursed for the costs of attending anything other than training courses, it would be necessary to introduce a scheme. It was agreed that a report be submitted to Full Council outlining the proposed rates of reimbursement.

9. Quality Town Council

Cllr Maggie proposed and Cllr Kiernan seconded, all being in favour, that the Town Council works towards the achievement of Quality Town Council status, and that a sum of £3,500 be included in the 2004/2005 budget for quarterly publication and circulation of Town Council news.

10. Committee Budget 2004/2005

Cllr Maggie Lee proposed, and Cllr Mrs Mary Martin seconded that, with minor amendment, the Committee budget as drafted be accepted, all being in favour. The revised budget is attached as Appendix A to these minutes.

11. Town Council Budget 2004/2005

The Committee considered the budgetary requests from the individual Committees, and took advice from the Clerk regarding preferred and recommended levels of reserves that the Council should hold. Cllr Kiernan proposed and Cllr Mrs Mary Martin seconded that the Committee requests be recommended to the Full Council, and that a further recommendation be made to Full Council that the full budget be collected from Council Tax and Grants without drawing on reserves in 2004/2005. Cllr Fanning abstained. The proposal was carried.

12. Closure

The meeting was closed at 9.10 p.m.

Appendix A**Committee Budget****Expenditure**

	2003/4	2004/5	Notes
101 Buildings			
101/1 Maintenance of Building Fabric	£ 530	£0	Subject to move to Arts Centre by 1 April 04
101/2 Cleaning of Interior	£ 989	£0	Subject to move to Arts Centre by 1 April 04
101/3 Maintenance of Grounds	£ 900	£0	Subject to move to Arts Centre by 1 April 04
101/5 Rents	£ 227	£ 245	
101/6 Security	£ 350	£ 350	Will decrease if Bevan House relet
101/7 Fixtures and Fittings	£ 500	£ 550	
	£ 3,496	£ 1145	
102 Services			
102/1 Water	£ 189	£ 150	Subject to move to Arts Centre by 1 April 04
102/2 Rates	£ 2,453	£ 1,227	Subject to move to Arts Centre by 1 April 04 Will decrease if Bevan House relet
102/3 Heat, Light & Power	£ 1,105	£ 250	Subject to move to Arts Centre by 1 April 04 Will decrease if Bevan House relet
102/4 Waste Disposal	£ 181	£ 0	Subject to move to Arts Centre by 1 April 04
	£ 3,928	£ 1,527	
103 Office Costs			
103/1 Postage	£ 1,474	£ 1,489	
103/2 Stationery	£ 1,650	£ 1,850	Need to change addresses on letter heads etc.
103/3 Telephones	£ 2,203	£ 2,270	
103/4 Equipment - Hire & Maintenance	£ 1,470	£ 1,544	
	£ 6,797	£ 7,153	
104 Information Technology			
104/2 Support Contracts	£ 240	£ 252	
104/3 Repairs	£ 250	£ 300	
104/4 Website	£ 1,158	£ 1,216	
	£ 1,648	£ 1,768	
105 Other Administrative Costs			
105/2 Membership Subscriptions	£ 963	£ 1,100	
105/4 Accountancy & Audit Fees	£ 2,650	£ 2,915	
105/5 Bank Charge	£ 1,480	£ 510	
105/6 Books & Journals	£ 215	£ 237	
105/7 Sundry Expenses	£ 280	£ 294	

105/8 Electoral Costs	£ 1,000	£ 1,000
105/9 Recruitment Costs	£ 0	£ 500
	£ 6,588	£ 6,556
106 Insurances	£ 2,805	£ 3,226
107 Member Costs		
107/1 Travel & Subsistence	£ 250	£ 263
107/2 Training	£ 750	£ 788
	£ 1,000	£ 1,051
108 Public Relations		
108/1 Mayoral Allowances	£ 675	£ 700
108/2 Civic Expenses	£ 971	£ 1025
	£ 1,646	£ 1,725
TOTAL	£27,908	£ 23,301
2/1 Principal Councils Grants	£ 42,192	£ 42,192
4 Interest Receivable - 7 Day Notice	£ 320	£ 272
6 Interest Receivable - Current A/C	£ 20	£ 0
8 Interest Receivable - 30 Day Notice	£ 3,600	£ 3,060
9 Long Term Deposit Interest	£ 2,600	£ 1,790
Total - Finance	£ 48,732	£ 47,314
Net Change	Expenditure	-£ 4,607
	Income	+£ 1,418
	TOTAL	-£ 3,189