

# Haverhill Town Council

## Minutes of Haverhill Town Council's

### FINANCE COMMITTEE

Held on Tuesday 13<sup>th</sup> January 2015 at 7.00pm at Haverhill Arts Centre,  
High Street, Haverhill



**HAVERHILL**  
TOWN COUNCIL

**Present:** Mayor Councillor R André (Chairman)  
Councillor P Hanlon  
Councillor B McLatchy  
Councillor B Robbins  
Councillor G Stroud  
Councillor C Turner

**Apologies:** Deputy Mayor Councillor M Byrne

**Absent:** Councillor L Carr  
Councillor M Martin

**In Attendance:** Colin Poole (Responsible Financial Officer)

5 members of the public were present.

#### **Welcome:**

Councillor André welcomed everyone to the meeting.

**F15 /001** **Apologies for Absence**  
The above apologies were noted.

**F15 /002** **Declaration of Pecuniary Interests and requests for Dispensations**  
No Councillor declared an interest in items on the agenda.

**F15 /003** **Minutes of the Last Meeting**  
The minutes of the meeting held on 14<sup>th</sup> November 2014 were agreed as a true record.

**F15 /004** **Matters Arising**  
a) F14/007 7a(v) Historic Debt. The Accountant had not provided the information required. The RFO has now taken on the issue to get it resolved.

**Action**

**RFO**

b) F14/017 Bank Reconciliation. The Chairman has met with the accountant and confirmed that the bank reconciliation had been carried out satisfactorily, with the report matching the printed statements from the bank.

c) F14/019 Defibrillator. Councillor B McLatchy, seconded by Councillor P Hanlon, proposed that the defibrillator be purchased without further delay.

**RESOLVED**

d) F14/029b Insurances. The RFO reported that the professional re-valuation of the premises had been completed in December 2014 and the outcome should soon be known.

He had today met with WPS insurers who had presented details of the cost of buildings insurances for the Town Hall Charity, with Aviva agreeing to treat the Council and Charity (of which it is sole trustee) as an insurance group. This has resulted in a premium of £3392.00, a saving of £5,000 on the previous arrangement. In answer to a question the RFO confirmed that the saving was achieved because the overlap of insurances (e.g. two lots of employers' liability, public liability etc) was removed. Furthermore, Aviva had offered to extend the existing group insurance 3-year deal for another 3 years, meaning our insurances would be frozen for 6 years from 2012.

It was proposed by Councillor P Hanlon, seconded by Councillor B Robbins, that the insurance be changed over to Aviva.

**RESOLVED**

The meeting congratulated the RFO on securing savings for the taxpayer.

**F15** **Report from Responsible Financial Officer**

**/005** The report was deferred to April.

**F15** **Exclusion of the Press and Public**

**/006** It was proposed by Councillor P Hanlon, seconded by Councillor G Stroud, that the press and public be excluded, as the following items were of a commercially confidential nature.

**RESOLVED**

**F15** **Bids for the work of Internal Auditor**

**/007** The RFO presented the meeting with details of the three organisations he had approached for quotes to be the Internal Auditor for 2015-2020. The appointment of the Internal Auditor was made at the Annual meeting of the Town Council every May, but offering a long-term contract ensured continuity of service. If the service was unsatisfactory the contract would be terminated.

The existing internal audit provider, Heelis and Lodge, were Internal

RFO

RFO

Auditors for 150 parish and town councils. They had provided the best value quotation of £3,100 over 5 years.

RFO

It was proposed by Councillor P Hanlon, seconded by Councillor B McLatchy, that Heelis and Lodge be awarded the contract.

**RESOLVED**

**F15 /008 Provision of Christmas Lights for Haverhill 2015-19**

The RFO advised that the contract was up for re-tender for Christmas 2015 and asked for guidance regarding the content of the tender specification. The following specification was agreed:

- Haverhill Town Council should continue to take the lead on the provision of Christmas lights in the town.
- The main lights should be rented as now, with a clause allowing a change of design after Y3.
- Cross-street lighting for Queen Street should be investigated, so that there are lights right down to the end of the road.
- The contract should include guarantees regarding maintenance response so that outages are promptly fixed by them rather than our own staff.
- The guide value for the tender was to be "In the Region of £25k per year."

The Committee noted with thanks the work of Nick Keeble in getting the lights installed and his role in keeping them working. The Committee also expressed pleasure at the quality of the Christmas tree, which had been sourced from Elveden Forest, as they were able to deliver and install the tree themselves.

**F15 /009 Date of next Meeting:**

The next meeting of the Finance Committee will be held on Tuesday 7<sup>th</sup> April 2015.

**F15 /010 Closure**

The Chairman declared the meeting closed at 7:36pm

Signed .....  
**Chairman**

Date.....