

# Haverhill Town Council

## Minutes of Haverhill Town Council's

### FINANCE COMMITTEE

Held on Tuesday 12<sup>th</sup> July 2016 at 7.00pm at Haverhill Arts Centre, Haverhill



**HAVERHILL**  
TOWN COUNCIL

**Present:** Mayor Councillor D Roach (Chairman)  
Councillor J Burns  
Councillor A Bramwell  
Councillor A Brown  
Councillor M Byrne  
Councillor P Hanlon  
Councillor I McLatchy  
Councillor B Robbins  
Councillor C Turner

**Apologies:** None

**Absent:** None

**In Attendance:** Councillor Q Fox  
Colin Poole (Responsible Financial Officer)  
Martin Page (Finance Administrator)

One member of the public were present.

### **Welcome:**

Mayor Roach welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

- |                           |   | Action |
|---------------------------|---|--------|
| <b>F16</b><br><b>/021</b> | <b><u>Apologies for Absence</u></b><br>All Committee members were present.  |        |
| <b>F16</b><br><b>/022</b> | <b><u>Declaration of Pecuniary Interests and requests for Dispensations</u></b><br>No Councillor declared an interest in items on the agenda.   |        |
| <b>F16</b><br><b>/023</b> | <b><u>Minutes of the Last Meeting</u></b><br>It was proposed by Councillor I McLatchy, seconded by Councillor P Hanlon, that the minutes of the meeting held on 5 <sup>th</sup> April 2016 be agreed as a true record.<br><b>RESOLVED</b> |        |

**F16** **Matters Arising**

**/024** None not covered by the agenda.

**F16** **Public Forum**

**/025** No member of the public wished to speak.

**F16** **Report from Responsible Financial Officer**

**/026** The RFO presented his report to the meeting (see separate document).

- a) CCLA Property Fund – Following the Brexit vote, commercial property funds had come under pressure from investors withdrawing funds. The RFO provided Councillors with commentary from the fund manager for CCLA Property Fund. Councillors noted the advice of the fund manager was to not sell units unless unavoidable. The meeting took the view that it was never the intention to cash in this investment in the short term, there was not pressure to do so at this moment and therefore it was agreed to keep the funds invested, but to maintain a watching brief on developments.
- b) Hartseats Café – The Council noted the performance of the café was running weaker than this time last year. The meeting requested that a customer survey be carried out to gauge opinion, to see if any useful insight can be gained. **Post meeting note: Seating capacity has not reduced.**
- c) The Committee discussed the merits of a long-term agreement with a utilities purchasing company. It was proposed by Councillor M Byrne, seconded by Councillor B Robbins that the RFO and Finance Administrator be given delegated authority to sign up to the best available deal after further investigation.

**RESOLVED**

- d) Councillor C Turner confirmed that the bank reconciliation figures provided matched with the printed bank statements. He asked that the account numbers be provided to assist identifying which account was which.
- e) Councillors asked that the sales invoices issued by the Council carry the information for customers to pay by BACS.
- f) It was agreed that once transfer of ownership had happened, immediate works to improve the look of the Leiston Centre, signage and Social Room kitchen should take place so that there is a 'noticeable impact' of the transfer, to make clear our tenure had begun. It was suggested that the Leiston Centre could be used for winter activities for young people, once it was in the possession of the Town Council.

**F16** **Inspection of Physical Assets**

**/027** The Committee was advised by the RFO that it was good practice for Councillors themselves to inspect the physical street assets owned by the Council so that they were aware of what belonged to the Council and what state they were in.

Councillors C Turner, I McLatchy, J Burns and Q Fox agreed to form a small working party to undertake inspections and report back.

RFO

RFO

Finance Admin

RFO/Ops Manager

Councillors

It was noted that the three new flag poles needed to be added to the asset register.

It was suggested that a community clean-up may also involve a community prune of overhanging briars and branches.

**RFO**

**Clerk**

**F16**     **Date of next Meeting:**

**/028**     The next meeting of the Finance Committee will be held on Tuesday 13<sup>th</sup> September 2016.

**F16**     **Closure**

**/029**     The Chairman declared the meeting closed at 20:17

Signed .....  
**Chairman**

Date.....