

# Haverhill Town Council

## Minutes of Haverhill Town Council's

### FINANCE COMMITTEE

Held on Tuesday 13<sup>th</sup> September 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 P Hanlon  
Councillor I McLatchy

**Apologies:** Councillor A Brown  
Councillor M Byrne  
Councillor B Robbins  
Councillor C Turner

**Absent:** None

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

2 members 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.

#### **F16 Apologies for Absence**

**/030** The above apologies were noted.

#### **F16 Declaration of Pecuniary Interests and requests for Dispensations**

**/031** No Councillor declared an interest in items on the agenda.

#### **F16 Minutes of the Last Meeting**

**/032** It was proposed by Councillor J Burns, seconded by Councillor P Hanlon, that the minutes of the meeting held on 12<sup>th</sup> July 2016 be agreed as a true record.

**RESOLVED**

#### **F16 Matters Arising**

**/033** F16/026b Customer Survey – Hartseats: This was to be held over the Autumn. Councillors reiterated the importance they attach to

**Action**

**Arts Centre  
Manager**

understanding how we can improve the customer experience and maximise income for Hartseats, e.g. dealing with customers who sit for hours with one cup of tea.

F16/026c Utilities Purchasing Arrangements: The Finance Administrator advised that the Long-term contract with ESPO had been signed, so gas and electricity at all three Town Council sites will be purchased this was. It is cheaper than we can buy direct and the price is revised and fixed 1<sup>st</sup> October each year.

F16/026d Bank Account Numbers: These had been added to the report.

F16/026e Sales invoice BACS Details: This has been added.

F16/026f Leiston Centre: Transfer documents were not yet ready.

F16/027 Inspection of Physical Assets: The Committee received a report from Councillors J Burns and Councillor I McLatchy who had visited the assets and written a short commentary on each. Councillor D Roach thanked the Councillors for their work on this project. It was noted that the new flag poles, whilst not mentioned in the report, are in good condition.

The Report noted that two of the bus shelters, both in poor condition, were on redundant bus routes and were no longer required. The Clerk will talk to SCC Public Transport about the process of removal.

Clerk

**F16** **Public Forum**

**/034** See Appendix.

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

**/035** The RFO presented his report to the meeting (see separate document).

- a) It was proposed by Councillor J Burns, seconded by Councillor I McLatchy, that the 2017/18 Finance Committee meetings are held a week later, so that the month-end report can be for the immediate prior month and not the one before.

**RESOLVED**

- b) Councillor P Hanlon confirmed that the bank balances reported match the printed statements received from the banks.
- c) CCLA Property Fund has stabilised following the 'Brexit shock' that hit the capital value of the fund.
- d) The private debtor who owed £570 has agreed terms and commenced repayment.
- e) It was proposed by Councillor j Burns, seconded by Councillor P Hanlon, to write off 4 historic debts with a total value of £269.00
- f) The meeting discussed the content of the tables within the report and the ease of understanding the information. The RFO was asked to review the layout for the November meeting.

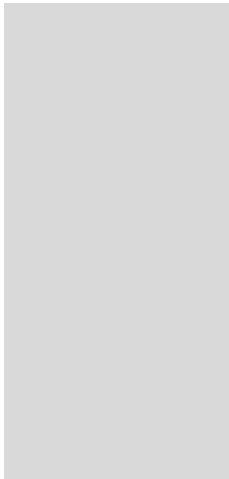
Assistant  
Clerk

Finance  
Admin

RFO

**F16** **Insurances**

**/036** The Arts & Leisure Manager had reviewed the insurances with the Broker to check the insurances were appropriate to the needs of the Council. The approval of insurance renewal will be done by Full Council.



**F16 Information Security Policy**

**/037** It was proposed by Councillor J Burns, seconded by Councillor P Hanlon, that the Information Security Policy required by Lloyds Bank for PCI compliance, be recommended to full council.

**RESOLVED**

**F16 Date of next Meeting:**

**/038** The next meeting of the Finance Committee will be held on Tuesday 15<sup>th</sup> November 2016.

**F16 Closure**

**/039** The Chairman declared the meeting closed at 20:00

Signed .....  
**Chairman**

Date.....

**Appendix 1 - Public Forum**

Mr D Wendell highlighted issues regarding the layout of the Hartseats café which reduced the choice of where wheelchair/scooter users could sit. The high bar for laptop users reduced space when people were sat there. A similar issue arose in the bar.

Councillor Roach thanked him for passing on those observations.