

# Haverhill Town Council

## Minutes of Haverhill Town Council's

### FINANCE COMMITTEE

Held remotely on Tuesday, 21<sup>st</sup> January 2025 at 7.00pm



**Present:** Mayor D Smith (Chair)  
Councillor R André (Vice-Chair)  
Councillor J Burns  
Councillor J Crooks  
Councillor P Hanlon  
Councillor A Luccarini  
Councillor L Smith

**Apologies:** Councillor B Davidson

**In Attendance:** Colin Poole (Responsible Financial Officer)  
Kerry Wallis (Finance Administrator)  
Jane Lomas (Council Administrator)

No members of the public were present.

### Welcome:

Councillor D Smith welcomed everyone to the meeting and advised that the meeting was being streamed live on the Council's You Tube channel.

- |                           |   | Action |
|---------------------------|---|--------|
| <b>F25</b><br><b>/001</b> | <b><u>Apologies for Absence</u></b><br>The above apologies were noted.  |        |
| <b>F25</b><br><b>/002</b> | <b><u>Declaration of Pecuniary Interests and requests for Dispensations</u></b><br>None.  |        |
| <b>F25</b><br><b>/003</b> | <b><u>Minutes of the Last Meeting</u></b><br>It was proposed by Councillor P Hanlon, seconded by Councillor J Burns, that the minutes of the meeting held on Monday, 21 <sup>st</sup> October 2024 be agreed as a true record.<br><b>RESOLVED</b>   |        |
| <b>F25</b><br><b>/004</b> | <b><u>Actions Arising</u></b><br>There were no actions arising.   |        |
| <b>F25</b><br><b>/005</b> | <b><u>Public Forum</u></b><br>There were no members of the public present.  |        |
| <b>F25</b><br><b>/006</b> | <b><u>Report from Responsible Financial Officer</u></b><br><b>a) Haverhill Town Council budget report to 30<sup>th</sup> November 2024</b><br>The RFO presented his report to the meeting.<br><br><b>b) Narrative to RFO Report</b><br>Incoming grant funds from UKSP appear in The Zone and Youth Projects which has somewhat flattered the picture, but these are funds given for a |        |

future expenditure. The additional column added to the report allow for a fairer cash position to be shown

**c) Bank Reconciliation**

The RFO presented a graph illustrating the Treasury figures broken down into investment fund accounts. Balances are slightly higher than this time last year, which is positive. It is noted that the 32-Day account shows an increase at the end of November which was in anticipation of the Christmas break and pantomime expenses.

The account for Haverhill In Bloom is being closed to save on bank charges on that account as there is little financial activity to justify retaining it. Any cheques received payable to Haverhill In Bloom will be paid into the Community Trust account and noted accordingly.

**d) Payments**

Barclays Bank is now up to date with rent payments for the media hub.

**e) Debtors and Creditors**

There have been some heating issues at the Clements Community Centre which has resulted in various refunds. It is noted that we are not losing business as most refunds have been requested by regular clients. It is anticipated that the heating issue will be resolved in the near future. Taking this into account, there is nothing alarming.

**F25** **Draft Budget 2025/26**

**/007** The RFO presented the latest draft of the budget for 2025/26 which illustrates a lower precept increase than the 6.59% discussed in December. This is due to sustained better-than-expected financial performance of the Arts Centre.

It was proposed by Councillor J Burns, seconded by Councillor R André that the revised draft budget illustrating a 6% increase to the precept, be recommended to Full Council for adoption.

**RESOLVED**

**F25** **Change to Scribe accounting software**

- /008** a) The Finance Administrator reported that the first stages of setting up with Scribe are underway. Data is being exported from Realtas to Scribe and the move will be completed by 1<sup>st</sup> April. The offboarding process with Realtas is underway to ensure that our data is available to us after the move to Scribe. Training of key members of staff has started and post 1<sup>st</sup> April, training will be offered to councillors.
- b) Councillors can access training to be able to look at reports etc. If there is interest, councillors should contact the Finance Administrator who will forward a list of available courses. Each session runs from forty-five minutes to an hour.

**F25** **Date of next Meeting**

**/009** Tuesday, 29<sup>th</sup> April 2025

**F25** **Closure**

**/010** The meeting closed at 7.29pm.

**All Councillors**

Signed .....  
**Chair**

Date.....