



HAVERHILL
TOWN COUNCIL

Haverhill Town Council

Minutes of a Meeting of Haverhill Town Council's

FINANCE COMMITTEE

Held remotely on Tuesday, 22nd July 2025 at 7.00pm

Present: Mayor Q Cox (Chair)
Councillor J Burns
Councillor J Crooks
Councillor B Davidson
Councillor P Hanlon
Councillor A Luccarini (from 7.09pm)
Councillor D Smith
Councillor L Smith

Apologies: None

In Attendance: Colin Poole, Town Clerk
Kerry Wallis, Finance Administrator
Jane Lomas, Council Administrator

No members of the public were present.

Welcome:

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

MINUTES

F25 Apologies for Absence

/021 There were no apologies.

F25 Declarations of Interest and Requests for Dispensation

/022 None.

F25 Election of Vice-Chair

/023 It was proposed by Councillor P Hanlon, seconded by Councillor J Burns, that Councillor L Smith be elected as Vice-Chair of the Finance Committee.

RESOLVED

F25 Minutes of the Previous Meeting

/024 It was proposed by Councillor L Smith, seconded by Councillor J Burns, that the minutes of the meeting held on Tuesday, 29th April 2025 be agreed as a true record.

RESOLVED

ACTION

F25 Matters Arising not on the agenda

/025 None.

F25 Public Forum

/026 There were no members of the public present.

F25 Report from Responsible Financial Officer

/027 **a) RFO report to end of May 2025**

This is the first report generated by Scribe so it looks a little different. Coffee bar figures are a little below expectations, but it could be that our expectations are too high, rather than low performance. The Kiosk opened at the end of May and there is a slight delay between money being banked and showing on the report. Expenditure is high for Community Wardens which is due to a timing belt replacement on the van, and bulk buying of graffiti remover as stocks were low.

b) Bank Reconciliation

Figures are very high at this time of year as West Suffolk Council pays the entire precept in April. The majority of the funds was immediately moved into the 32-day account to maximise interest.

c) Debtors and Creditors

Debtors and creditors are within normal bounds and there is nothing of concern.

d) Community Trust

The Community Trust account does not receive interest so a minimum amount is held in the account. Expenditure on The Zone account is well under expectations. We are charged for some youth work and transfer funds into the account if the balance is too low to meet expenditure.

F25 Earmarked Reserves

/028 The RFO presented his report which shows additions and expenditure, running the comparative cost centres through them to illustrate how they are taking up the balance to show the funds available for particular causes. Some earmarked reserves have been added as control accounts as this is the way the new software, Scribe, works.

Financial ceilings were reviewed as some cost centres are too low for contemporary purposes. Ceilings were agreed with the following changes:

Technical equipment	Increase by at least £10,000/pa. Technical team to audit their equipment and explore replacement costs.
Website maintenance	Increase to £15,000.
Long-term maintenance provision	Increase by £8,000/pa.
Section 17 reserve	Increase by £500/pa.

Town Clerk

Pensioners' Reserve	Approach appropriate groups and invite them to apply for grants to utilise this fund.
Community grants	It is possible that some funds may qualify to be released back into the Grant pot.

Town Clerk

**Finance
Admin**

It was proposed by Councillor L Smith, seconded by Councillor J Burns that the Earmarked Reserves report, with the noted proposed changes, be presented to Full Council.

RESOLVED

F25 Date of Next Meeting

/029 Tuesday, 21 October 2025

F25 Closure

/030 The Chair declared the meeting closed at 8.17pm.

Signed Date

Chair