



FINANCE COMMITTEE

You are hereby summoned to attend the meeting of Haverhill Town Council Finance Committee to be held in The Studio, Town Hall, High Street, Haverhill, on Tuesday 21st February 2012 commencing at 7.30 p.m., or immediately following Full Council, whichever is the later, for the purpose of transacting the following business

CONSTITUTION: Chair: Town Mayor: Maureen Byrne
Town Councillors: L Ager, R André, L Carr
P Hanlon, B Hawes
G Stroud and C Turner

AGENDA

1. **Apologies for Absence**
Please notify the office by 5.00 p.m. on the day of the meeting if you are unable to attend.
2. **Declarations of Interest**
For Members to declare an interest in items on the agenda.
3. **Minutes of the Last Meeting**
To approve the minutes of the meeting held 17th January 2012.
4. **Matters Arising**
To note actions taken as a result of, and any matters arising from the minutes of the meeting held 17th January 2012.
5. **Current Financial Position**
To note the financial position as at 31st January 2012 (previously circulated).
6. **To Agree the Draft Town Council Budget for 2012/2013 and Recommend it to Full Council**
To agree the draft Town Council Budget for 2012/13 and recommend it to Full Council for approval.
7. **Closure**

Signed

A handwritten signature in black ink, appearing to be 'L. Carr', is written over a horizontal line.

TOWN CLERK

13th February 2012

| | Democratic Representati on | Central Administration | Freedo m of Haverhi ll | Grants to Town Hall Charity | Other Costs and Income | Draft Annual Budget 2012 to 2013 | Agreed Annual Budget 2011 to 2012 |
|--------------------------------|----------------------------------|---------------------------|---------------------------------|--------------------------------|---------------------------|-------------------------------------|--------------------------------------|
| Income | | | | | | | |
| Bevan House Rent | | | | | £ 6,000 | £ 6,000 | £ 6,000 |
| Bank Interest | | £ 10,000 | | | | £ 10,000 | £ 6,000 |
| | | | | | | £ - | £ - |
| Expenditure | | | | | | | |
| Members Travel/Subsiste | £ 350 | | | | | £ 350 | £ 350 |
| Members Training | £ 1,000 | | | | | £ 1,000 | £ 2,000 |
| Members Other Costs | £ 350 | | | | | £ 350 | £ 600 |
| Hire of External Meeting | £ 1,000 | | | | | £ 1,000 | £ 750 |
| Mayoral Allowance | £ 1,700 | | | | | £ 1,700 | £ 1,575 |
| Civic Expenses | | | | | | £ - | £ - |
| Mayor's Function/At Hor | £ 1,925 | | | | | £ 1,925 | £ 1,850 |
| Civic Carol service | £ 1,675 | | | | | £ 1,675 | £ 1,600 |
| Mayor-Making | £ 525 | | | | | £ 525 | £ 500 |
| Civic Photographs | £ 125 | | | | | £ 125 | £ 100 |
| Election Expenses | £ - | | | | | £ - | £ 8,000 |
| Mayor's Charitable Dona | £ 600 | | | | | £ 600 | £ - |
| | | | | | | £ - | £ - |
| Hospitality | | £ 300 | | | | £ 300 | £ 300 |
| Bevan House Maintenance | | £ - | | | | £ - | £ - |
| Garage Rents | | £ 710 | | | | £ 710 | £ 710 |
| Window Cleaning | | £ 825 | | | | £ 825 | £ 825 |
| Postage | | £ 2,300 | | | | £ 2,300 | £ 2,300 |
| Stationery | | £ 4,000 | | | | £ 4,000 | £ 5,000 |
| Telephone | | £ 3,500 | | | | £ 3,500 | £ 4,657 |
| Office Equipment Hire | | £ 2,750 | | | | £ 2,750 | £ 2,675 |
| Office Equipment Maintenance | | £ 200 | | | | £ 200 | £ 200 |
| Subscriptions | | £ 3,500 | | | | £ 3,500 | £ 2,930 |
| Books and Journals | | £ 200 | | | | £ 200 | £ 200 |
| Insurance | | £ 9,000 | | | | £ 9,000 | £ 7,500 |
| Sundry Expenses | | £ 500 | | | | £ 500 | £ 1,000 |
| Office Equipment - Consumables | | £ - | | | | £ - | £ - |
| Legal & Professional | | £ 4,000 | | | | £ 4,000 | £ 5,516 |
| Audit Fees | | £ 4,250 | | | | £ 4,250 | £ 14,000 |
| Bank Charges | | £ 250 | | | | £ 250 | £ 250 |
| IT Support Contracts | | £ 3,250 | | | | £ 3,250 | £ 3,864 |
| IT Repairs | | £ 1,000 | | | | £ 1,000 | £ 10,000 |
| IT Website Maintenance | | £ 1,300 | | | | £ 1,300 | £ 1,300 |
| Catering Recharge Costs | | | | | | £ - | £ - |
| Off-site Data/IT Storage | | £ 600 | | | | £ 600 | £ 1,150 |
| | | | | | | £ - | £ - |
| Rent of Arts Centre | | | | £ 129,575 | | £ 129,575 | £ 127,900 |
| | | | | | | £ - | £ - |
| Totals | £ 9,250 | £ 32,435 | | £ 129,575 | -£ 6,000 | £ 165,260 | £ 197,603 |

