FIN/M/16.03.04

## **FINANCE COMMITTEE**

<u>Tuesday 16<sup>th</sup> March 2004</u> at Bevan House, Camps Road <u>Commencing at 7.08 p.m.</u>



HAVERHILL TOWN COUNCIL Bevan House, Camps Road Haverhill Suffolk CB9 8HF

Telephone: 01440 712858 Fax: 01440 706717

Present:Chair:<br/>Town Councillors:Town Councillor Jacqueline Rudd<br/>M Dane (except part of item 6), S Fanning, M Graham,<br/>Maggie Lee, T Marks, R Warwick, and N Whelan

By Invitation: Town Councillor: R Avallone

Also present: Two members of the public

# **MINUTES**

## 1. Apologies for Absence

Apologies for absence had been received from Cllr Samples.

## 2. <u>Declaration of Interest</u>

Cllr Maggie Lee declared an interest as a Member of St Edmundsbury Borough Council, Suffolk County Council, and Suffolk Police Authority.

## 3. <u>Minutes</u>

The Committee approved the minutes of the meeting held 21<sup>st</sup> October 2003 as a true record. The Committee approved the minutes of the meeting held 9<sup>th</sup> March as a true record, subject to the substitution of "Cllr Fanning" for "The Chair" in item 1 "Apologies for Absence".

#### 4. <u>Matters arising</u>

There were no urgent matters arising from those minutes.

## 5. <u>Correspondence</u>

There were no items of correspondence.

#### 6. <u>Review of Risks</u>

The Committee considered those matters referred from Full Council meeting held 27<sup>th</sup> January 2004.

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In respect of critical risk ("key worker") insurance the Clerk explained that the cost would vary according to the ages of the employees. Cllr Lee proposed and Cllr Fanning seconded that the Clerk obtain competitive quotations for critical risk insurance for the Town Clerk and the Arts & Leisure Manager and that these be presented to the Personnel Committee, all being in favour.

In respect of cancellation insurance the Clerk advised that the likely premium would outweigh any likely returns. The Clerk added however that Business Interruption Insurance was recommended. Cllr Maggie Lee proposed and Cllr Warwick seconded that the Clerk obtain quotations for such insurance, all being in favour.

Cllr Dane left the meeting at this point.

In respect of legal protection cover for employment tribunal claims Cllr Maggie Lee proposed and Cllr Marks seconded that Clerk obtain such cover, all being in favour.

In respect of the Town Council adopting a policy that all Councillors should have attended a relevant training course, Cllr Whelan proposed and Cllr Fanning seconded that this be amended to "The Town Council strongly recommends that all Councillors should have attended a relevant training course", all being in favour. The Town Clerk was asked to circulate all training course details as far in advance as possible, and to enquire of the Town Council's Insurers whether attendance by all Councillors at a training course would reduce the premium.

## 7. <u>Closure</u>

The meeting was closed at 8.14 p.m.