

## FINANCE COMMITTEE MEETING

Tuesday 18<sup>th</sup> November 2008 at 7.00 pm  
In the Studio, Haverhill Arts Centre, High Street



HAVERHILL  
TOWN COUNCIL

Present: Chair: Town Councillor: L Ager  
Town Councillors: M Byrne, P Hanlon and M Marks

### MINUTES

1. **Apologies for Absence**  
Apologies for absence had been received from Cllrs P McManus, Price and Sisson.
2. **Declaration of Interest**  
No Members declared any interests in matters on the agenda.
3. **Minutes of Previous Meeting**  
The Committee agreed the Minutes of Meeting held 14<sup>th</sup> October 2008 as a true record.
4. **Matters Arising**  
There were no actions taken as a result of, nor arising from the minutes of the meeting held 14<sup>th</sup> October 2008.
5. **To Note the Financial Position As At 31<sup>st</sup> October 2008**  
The Committee noted the current favourable position.
6. **To Agree the Finance Committee's Draft Budget (attached)**  
The Committee agreed the Draft Budget for 2009/2010.
7. **Closure**  
The meeting was closed at 7.52 p.m.

### Action

	102	105	106	109	115	2009/2010	2008/2009	Increase in Budget
	Democratic Representation	Central Administration	Freedom of Haverhill	Grants to Town Hall Charity	Other Costs and Income	Draft Annual Budget	Agreed Annual Budget	
<b>Income</b>								
Bevan House Rent					£ 6,500	£ 6,500	£ 6,500	£ -
Bank Interest		£ 20,000				£ 20,000	£ 20,000	£ -
<b>Expenditure</b>								
4300 Members Travel/Subsistence	£ 350					£ 350	£ 350	£ -
4301 Members Training	£ 1,000					£ 1,000	£ 2,000	-£ 1,000
4302 Members Other Costs	£ 600					£ 600	£ 600	£ -
new Hire of External Meeting Rooms	£ 300					£ 300	£ -	£ 300
4310 Mayoral Allowance	£ 1,225					£ 1,225	£ 1,155	£ 70
4311 Civic Expenses							£ 3,500	-£ 3,500
Mayor's Function/At Home	£ 1,750					£ 1,750		£ 1,750
Civic Carol service	£ 1,500					£ 1,500		£ 1,500
Mayor-Making	£ 500					£ 500		£ 500
Civic Photographs	£ 100					£ 100		£ 100
4400 Election Expenses	£ 6,500					£ 6,500	£ 11,000	-£ 4,500
4011 Hospitality		£ 300				£ 300	£ 300	£ -
4013 Bevan House Maintenance		£ 500				£ 500	£ 1,200	-£ 700
4015 Garage Rents		£ 1,100				£ 1,100	£ 1,080	£ 20
4016 Window Cleaning		£ 850				£ 850	£ 850	£ -
4020 Postage		£ 2,200				£ 2,200	£ 2,200	£ -
4021 Stationery		£ 5,000	£ 250			£ 5,250	£ 4,000	£ 1,250
4022 Telephone		£ 3,200				£ 3,200	£ 4,000	-£ 800
4023 Office Equipment Hire		£ 1,550				£ 1,550	£ 1,500	£ 50
4025 Office Equipment Maintenance		£ 400				£ 400	£ 800	-£ 400
4027 Subscriptions		£ 2,930				£ 2,930	£ 2,930	£ -
4028 Books and Journals		£ 200				£ 200	£ 200	£ -
4029 Insurance		£ 7,500				£ 7,500	£ 7,000	£ 500
4030 Sundry Expenses		£ 250				£ 250	£ 250	£ -
4032 Office Equipment - Consumables		£ 600				£ 600	£ 100	£ 500

4056 Legal & Professional	£	2,900			£	2,900	£	2,900	£	-				
4057 Audit Fees	£	3,700			£	3,700	£	6,000	-£	2,300				
4059 Bank Charges	£	250			£	250	£	250	£	-				
4080 IT Support Contracts	£	2,900			£	2,900	£	2,500	£	400				
4081 IT Repairs	£	950			£	950	£	600	£	350				
4082 IT Website Maintenance	£	1,200			£	1,200	£	1,200	£	-				
4216 Catering Recharge Costs			£	1,000		£	1,000	£	-	£	1,000			
4505 Rent of Arts Centre					£	125,000	£	125,000	£	126,650	-£	1,650		
Totals		£	13,825	£	18,480	£125,000	-£	6,500	£	150,805	£	158,615	-£	7,810

HAVERHILL ARTS CENTRE HIGH STREET HAVERHILL SUFFOLK CB9 8AR  
 TELEPHONE: **01440 712858** FAX: **01440 718931**  
 EMAIL: [admin@towncouncil.haverhill-uk.com](mailto:admin@towncouncil.haverhill-uk.com) WEB: [www.haverhill-uk.com/towncouncil](http://www.haverhill-uk.com/towncouncil)