

# Haverhill Town Council

## Minutes of Haverhill Town Council's

### FINANCE COMMITTEE

Held on Tuesday 30<sup>th</sup> September at 7.00pm at Haverhill Arts Centre, High Street, Haverhill



**HAVERHILL**  
TOWN COUNCIL

**Present:** Mayor Councillor R André (Chairman)  
Deputy Mayor Councillor M Byrne (Deputy Chairman)  
Councillor P Hanlon  
Councillor B McLatchy  
Councillor M Martin  
Councillor B Robbins  
Councillor G Stroud

**Apologies:** Councillor C Turner

**Absent:** None

**In Attendance:** Colin Poole (Responsible Financial Officer)

Two members of the public were present.

#### **Welcome:**

Councillor André welcomed everyone to the meeting.

#### **F14 Apologies for Absence**

**/013** The above apology was noted.

#### **F14 Declaration of Pecuniary Interests and requests for Dispensations**

**/014**

No Councillor declared an interest in items on the agenda.

#### **F14 Minutes of the Last Meeting**

**/015**

The minutes of the meeting held on 17<sup>th</sup> June 2014 were agreed as a true record.

#### **F14 Matters Arising**

**/016**

a) F14/006a Christmas Lights Contract. The Clerk had met with gala Lights and all was in hand. The next matter was ordering the tree from Rougham Estate.

#### **Action**

b) F14006b Annual Meeting & 25<sup>th</sup> Anniversary. Councillor M Byrne had written to former Mayors thanking them for their attendance.

c) F14/007 7a(v) RBS Sales Module. This had been purchased and was in use.

d) F14/007 7a(v) Historic Debt. The Accountant had not yet reviewed the historic debt to provide a list of debts to write off.

e) F14/008 Thank you to Mel Bassett's team. This had been written and given to Mel.

**Accountant**

**F14** **Report from the Responsible Financial Officer**

**/017**

The RFO referred the meeting to his report, previously circulated.

6a Narrative to budget report. A number of variances were highlighted by the RFO. The general picture was very positive as the budget had made a number of assumptions on expenditure being greater than currently occurring.

6c Bank Reconciliation. The meeting agreed that the Chairman should meet with the Accountant to carry out the bank reconciliation check.

**Councillor  
André  
Accountant**

6h Hartseats Budget Report. The RFO reported that there had been an historic underwriting system whereby if bar takings dropped below £50 of an evening, the town council backfilled the takings to £50. This was all properly accounted for. However, when takings were over £50 there was no reimbursement. As Hartseats over the course of a month made an operating profit anyway, this was a curious practice that simply didn't need to happen. The recommendation of the RFO, backed by the Arts Centre Manager and Accountant, was that this practice should stop.

It was proposed by Councillor R Andre, seconded by Councillor B Robbins, that this underwriting stop as at today's date.

**RESOLVED**

**Accountant**

**F14** **Review of Internal Controls and arrangements for Internal Audit**

**/018**

It was proposed by Councillor G Stroud, seconded by Councillor P Hanlon, that the specification for Internal Audit be approved.

**RESOLVED**

The re-tendering exercise would be commenced in November.

**RFO**

**F14** **Purchase of Defibrillator**

**/019**

The RFO and Councillor B Mclatchy explained to the meeting that there were a number of different options for the purchase of a defibrillator. Some of these, such as from the British Heart

Foundation and SADS UK provided discounts/grants but relied upon the Council having money to put towards the project agreed before applying to their schemes. The RFO therefore requested that the Council agree a budget of £1000 which would cover the costs and enable us to apply for support.

The meeting asked for a presentation of the different options be given to the next meeting.

In the meantime and to facilitate progress, it was proposed by Councillor M Martin, seconded by Councillor P Hanlon, that a budget of £1000 be approved for the purchase of a defibrillator.

**RFO**

**F14/  
020**     **Renewal of Antivirus and provision of “Gate Defender” internet perimeter security**

This would enable public wifi access at higher speeds whilst maintaining security for credit card transactions at the box office. At the same time work would be done to improve upload speeds for the internet. It was proposed by Councillor M Byrne, seconded by Councillor P Hanlon that £3200 be approved for the purchase of the Antivirus and perimeter security software to provide PCI-compliant security.

**RESOLVED**

**F14**     **Date of next Meeting:**

**/021**     The next meeting of the Finance Committee will be held on Tuesday 4<sup>th</sup> November 2014.

**F14**     **Closure**

**/022**     The Chairman declared the meeting closed at 8:32pm

Signed .....  
**Chairman**

Date.....