

# Haverhill Town Council

## Minutes of Haverhill Town Council's

### FINANCE COMMITTEE

Held on Tuesday 4<sup>th</sup> April 2017 at 8.09pm at Haverhill Arts Centre,  
Haverhill



**HAVERHILL**  
TOWN COUNCIL

**Present:** Councillor J Burns (Vice Chairman)  
Councillor A Brown  
Councillor M Byrne  
Councillor P Hanlon  
Councillor I McLatchy  
Councillor B Robbins

**Apologies:** Mayor Councillor D Roach (Chairman)  
Councillor A Bramwell

**Absent:** Councillor C Turner

**In Attendance:** Councillor B McLatchy  
Colin Poole (Responsible Financial Officer)  
Martin Page (Finance Administrator)

No members of the public were present.

### Welcome:

Councillor J Burns welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

### **F17    Apologies for Absence**

**/012**    The above apologies were noted.

### **F17    Declaration of Pecuniary Interests and requests for** **/013    Dispensations**

No Councillor declared an interest in items on the agenda.

### **F17    Minutes of the Last Meeting**

**/014**    It was proposed by Councillor P Hanlon, seconded by Councillor M Byrne that the minutes of the meeting held on 10<sup>th</sup> January 2017 be agreed as a true record.

**RESOLVED**

### **F17    Matters Arising**

**/015**    a) F17/006b Scottish Widows Account: The RFO confirmed that the

### Action

account had been closed and the funds transferred to the main bank account.

b) F17/007 Infra-red hearing assistance system: The RFO advised that this had been installed and staff training had commenced.

c) F17/008 Telephone system: The RFO advised that the installation process had begun, with the main works due on Thursday.

d) F17/009 2017/18 Budget and Precept: The recommendation of the Committee had been accepted by the Full Council and the precept demand served upon St Edmundsbury Borough Council.

## **F17      Public Forum**

**/016**      No member of the public were present.

## **F17      Report from Responsible Financial Officer**

**/017**      The RFO presented his report to the meeting (see separate document).

a) Councillor P Hanlon confirmed that the bank balances reported match the printed statements received from the banks.

b) Councillor A Brown commended the Hartseats bar staff's work at the weekend for the Billy Elliot production. There was plenty of promotion of interval drinks and a noticeable increase in the number of drinks awaiting collection at the interval.

c) The meeting thanked the Finance Administrator for his careful stewarding of Hartseats staffing invoices to prevent any cashflow issues.

d) It was proposed by Councillor B Robbins, seconded by Councillor P Hanlon, that unpaid debts totalling £75 be written off

### **RESOLVED**

e) The Clerk updated the meeting on the outcome of the recent VAT audit and the steps taken to address issues raised:

a. Supply of staff to Hartseats is treated as a standard rate supply. This is a neutral change as both entities are VAT registered.

b. Treatment of ticket income and commission for events which hire the auditorium has been amended and a flow chart issued to ensure a VAT invoice is generated for the retained balance of ticket money.

c. The Clerk is discussing with a VAT advisory company use of a helpline to check VAT queries in the future.

It was proposed by Councillor M Byrne, seconded by Councillor A Brown to accept the report of the RFO.

### **RESOLVED**

## **F17      End of Year Balances and Transfers**

**/018**      It was proposed by Councillor, seconded by Councillor, that the draft end of year balances and transfers presented by the Clerk, subject to finalising the figures, be recommended to Full Council.

### **RESOLVED**

It was agreed to recommend that the Pensioners Reserve should be available to the Leisure and Community Committee to fund grants submitted by groups using the general grants form, for relevant

**Finance  
Administrator**

**Clerk**

projects.

**F17    Date of next Meeting:**

**/019**    The next meeting of the Finance Committee will be held on Tuesday 18<sup>th</sup> July 2017.

**F17    Closure**

**/020**    The Chairman declared the meeting closed at 21:10

Signed .....  
**Chairman**

Date.....