

# Haverhill Town Council

## Minutes of Haverhill Town Council's

### FINANCE COMMITTEE

Held on Monday 22<sup>nd</sup> October 2018 at 7.40pm at Haverhill Arts Centre, Haverhill



**HAVERHILL**  
TOWN COUNCIL

- Present:** Mayor Councillor A Brown (Chairman)  
Councillor J Burns (Vice Chairman)  
Councillor P Hanlon  
Councillor B Robbins  
Councillor L Smith  
Councillor C Turner
- Apologies:** Councillor M Byrne
- In Attendance:** Councillor D Roach  
Councillor S Roach  
Colin Poole (Responsible Financial Officer)  
Martin Page (Finance Administrator)
- Absent:** Councillor A Bramwell  
Councillor P Fox  
Councillor Q Fox

Two members of the public were present.

### Welcome:

Mayor A Brown welcomed everyone to the meeting and advised members of the public attending that the meeting was being recorded.

- |                           |   | Action |
|---------------------------|---|--------|
| <b>F18</b><br><b>/048</b> | <b><u>Apologies for Absence</u></b><br>The above apologies were noted.  |        |
| <b>F18</b><br><b>/049</b> | <b><u>Declaration of Pecuniary Interests and requests for Dispensations</u></b><br>No Councillor declared an interest in items on the agenda.   |        |
| <b>F18</b><br><b>/050</b> | <b><u>Minutes of the Last Meeting</u></b><br>It was proposed by Councillor J Burns, seconded by Councillor P Hanlon that the minutes of the meeting held on 24 <sup>th</sup> July 2018 be agreed as a true record.<br><b>RESOLVED</b> |        |

RFO

RFO

**F18** **Actions Arising**

**/051** a) F18/045c – Debtor not having paid in advance: The particular situation was unusual in how the booking was made. The RFO has emphasised to the booking officer that payment in advance is the default situation and payment on account is limited to those with that existing arrangement and selected other organisations.

Members asked that the booking form be reviewed to ensure compliance with GDPR. In addition, the charging structure should be reviewed for the next meeting to approve, including in which circumstances organisations can be invoiced rather than pay in advance. Whilst the committee agreed that officers should have discretion on discounting/waiving fees, there should be a clear price for room hire at the Arts Centre and Leiston Centre so that staff can deal effectively with enquiries.

**F18** **Public Forum**

**/052** No member of the public wished to speak.

**F18** **Report from Responsible Financial Officer**

**/053** The RFO presented his report to the meeting (see separate document).

- a) Councillor J Burns confirmed that the bank balances reported match the printed statements received from the banks.
- b) The meeting considered the comparison with 2017/18 figures and accepted that such comparison was only valid for certain like-for-like measurements, as the council revised future budgets on the basis of performance against past budgets and new considerations, so an underspend in Y1 might lead to a reduced budget and therefore reduced underspend in Y2.
- c) Members agreed that the burden of water rates should fall on the Council as occupier, not the Trust. This will be amended.
- d) The Finance Administrator advised that in chasing debtors, one issue that may be resolvable is ensuring that the person booking identifies for us who will be paying, or gets an official order, as sometimes the booking is unknown to the booker's finance department. This can be fed into the booking form design and of course is not a problem is payment is made in advance.

The Committee accept the report of the RFO.

**RESOLVED**

**F18** **Petty Cash**

**/054** a) It was proposed by Councillor C Turner, seconded by Councillor J Burns, that petty cash held by the Assistant Town Clerk be temporarily increased to £250.00.

b) It was proposed by Councillor C Turner, seconded by Councillor P Hanlon, that in accordance with FR6.21, the RFO submits an application for a council credit card with a £500 limit, the balance to be cleared at each statement date.

**RESOLVED**

**F18 Banking**

**/055** It was proposed by Councillor J Burns, seconded by Councillor C Turner, that the RFO be instructed to open a bank account in the name of the Town Council, with Barclays Bank PLC.

**RESOLVED**

**F18 Date of next Meeting:**

**/056** The next meeting of the Finance Committee will be held on Tuesday 22<sup>nd</sup> January 2019.

**F18 Closure**

**/057** The Chairman declared the meeting closed at 20:27

Signed .....  
**Chairman**

Date.....

