

Haverhill Town Council

Minutes of Haverhill Town Council's

FINANCE COMMITTEE

Held on Monday 15th July 2019 at 7.00pm at Haverhill Arts Centre, Haverhill



HAVERHILL
TOWN COUNCIL

Present: Mayor Councillor J Burns (Chairman)
Councillor B Davidson
Councillor P Fox
Councillor P Hanlon
Councillor D Roach
Councillor D Smith

Apologies: Martin Page (Finance Administrator)

In Attendance: Colin Poole (Responsible Financial Officer)

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.

F19 /019 Apologies for Absence

All members were present.

F19 /020 Declaration of Pecuniary Interests and requests for Dispensations

No Councillor declared an interest in items on the agenda.

F19 /021 Minutes of the Last Meeting

It was proposed by Councillor P Hanlon, seconded by Councillor P Fox that the minutes of the meeting held on 23rd April 2019 be agreed as a true record.

RESOLVED

F19 /022 Actions Arising

- F18/045c – Review of booking terms and conditions used by the Council and Trust: This had not been concluded
- F18/054 – Charge Card: The RFO has not yet applied for a charge card.
- F18/055 – Banking: The RFO confirmed no further progress completing the Barclays bank application form had been made.
- F19/015c – CCLA: The RFO had chased the late information, which was now being provided.

Action

RFO

RFO

RFO

- e) F19/015d – Legal action in small claims court: The RFO would ask the Finance Administrator for an update.

**Finance
Administrator**

F19 **Public Forum**

/023 A resident congratulated the Council on the decision of the Leisure and Community Committee to provide financial support for the Castle Manor drama studio. He expressed hope that local businesses would recognise an opportunity to sponsor additional improvements.

F19 **Report from Responsible Financial Officer**

/024 The RFO presented his report to the meeting (see separate document).

- a) Councillor B Davidson confirmed that the bank balances reported match the printed statements received from the banks.
- b) The report covered the first two months of the financial year. Relatively little variance was apparent.
- c) The Zone acquisition costs were included in cost centre 502. It was agreed that a separate cost centre 503 should be established for acquisition and capital/start-up costs.
- d) Councillors expressed concern that the booking system was still unsatisfactory. A clear standard price (deviations could be negotiated) would make it much easier for staff to take payment with booking. At the moment the responsibility is spread over part-time staff and often requires the Arts Centre Manager to advise the price. Except on those occasions when he is present at the time of enquiry, the disjointed process means it is often a different employee completing the booking and the charging gets lost. The work on this must be restarted.
- e) The programming of shows and events meant that generally it was only bookings a few months ahead at most that could be accepted without reference to the Arts Centre Manager, as he would be negotiating the following quarter's programme and this has implications for room availability.
- f) Discussion took place regarding the production of P&L accounts for each show/event held at the Arts Centre. The RFO advised that this has been done as an exercise for the Arts Development Group but to do it for every performance and event would require additional human resource. He queried what the value of the exercise would be if there was no intention to remove 'loss-making' activities from the programme. In most cases the act set both the ticket price and the percentage of gross sales they required to perform, so the only variable was number of tickets sold. A long discussion regarding programming concluded that there was no desire to dumb-down the programme in order to chase profit.

**Finance
Administrator**

RFO

The Committee accepted the report of the RFO.

RESOLVED

F19 **Cheque Signatories**

- /025** a) It was proposed that Councillor P Fox, and Councillor B Davidson, be recommended to Full Council as cheque

RFO

signatories.
RESOLVED



F19 **Annual Investment Strategy**
/026 It was proposed by Councillor P Hanlon, seconded by Councillor B Davidson, that the Annual Investment Strategy be recommended to Full Council for adoption.

F19 **Date of next Meeting:**
/027 The next meeting of the Finance Committee will be held on Monday 15th October 2019 at the Leiston Centre.

F19 **Closure**
/028 The Chairman declared the meeting closed at 20:10

Signed

Date.....

Chairman