

Haverhill Town Council

Minutes of Haverhill Town Council's

FINANCE COMMITTEE

Held remotely on Monday 22nd July at 7.00pm



HAVERHILL
TOWN COUNCIL

Present: Mayor D Smith (Chair)
Councillor R André (Vice-Chair)
Councillor J Burns
Councillor B Davidson
Councillor P Hanlon
Councillor A Luccarini
Councillor L Smith

Apologies: None

In Attendance: Colin Poole (Responsible Financial Officer)
Kerry Wallis (Finance Administrator)
Jane Lomas (Council Administrator)

No members of the public were present.

Welcome:

Councillor D Smith welcomed everyone to the meeting and advised that the meeting was being streamed live on the Council's You Tube channel.

Action

F24 /018 Apologies for Absence
None.

F24 /019 Declaration of Pecuniary Interests and requests for Dispensations
None.

F24 /020 Minutes of the Last Meeting
It was proposed by Councillor P Hanlon, seconded by Councillor L Smith, that the minutes of the meeting held on 23rd April 2024 be agreed as a true record.
RESOLVED

F24 /021 Actions Arising
F24/013 (F24/004) The Zone: CP presented a report showing income streams for The Zone. As it will be too cumbersome to include the figures in the RFO report, it was agreed that The Zone breakdown will be produced as an adjunct to the RFO report.
F24/013 (FC/006 b)) Kiosk and Coffee Bar: Councillor J Burns reported that he produces regular analysis for managers of the Kiosk and Coffee Bar illustrating numbers of products sold each month so they can plan their stock accordingly.

F24 /022 Public Forum
There were no members of the public present.

F24
/023

Report from Responsible Financial Officer

a) Haverhill Town Council budget report to 31st May 2024

The RFO presented his report to the meeting.

b) Narrative to RFO Report

The RFO advised that this report is for the period ending month 2, so there is little to report. Coffee Bar costs are overstated as they include Kiosk staff costs. The wet weather has contributed to increased income for the Zone, and conversely, a reduction for the Kiosk.

The Arts Centre has seen strong ticket sales. It is to be noted that pantomime tickets are selling well now, but those are of course just early sales, not more sales. Dan Schumann is returning to HAC on 26th July and will be working on the pantomime. If sales are strong enough, there might be a case for adding an extra performance. The Full Council meeting on Monday will be followed by a meeting of the Haverhill Community Trust which will be asked to consider quotes for refurbishing the toilets, to prevent those from dragging down the customer experience.

The Community Warden budget allows for a second member of staff. Recruitment will take place soon, so, for now, there is an underspend. The HR Advisor role has been recruited to, starting in August, so that underspend will stop accruing.

c) Bank Reconciliation

Lloyds Bank has announced a change to their charging structure which is extremely confusing as to whether this is going to result in higher charges. KW is seeking clarification. If the charges increase, it may prompt proposals for a change of bank. Councillor J Burns agreed to sign off the bank reconciliation when he is next in the office.

d) Payments

The Dementia group and Men’s group ran out of funds before the end of the last financial year and need an injection of funds. The RFO will ask Jon Eaton (West Suffolk Council) if there are any grants available. KW is working with the volunteer lead for these groups to try and ensure their income is promptly handed in, so we can be more aware of their financial position.

e) Debtors and Creditors

KW reported that after chasing Urban Chain for their invoices for several months, she complained and was informed that they have set up a portal for downloading invoices – something they had not told us before. KW expects to be caught up by the next RFO report.

F24
/024

Date of next Meeting

The next meeting of the Finance Committee will be held on Monday, 21st October 2024.

F24
/025

Closure

The Chairman thanked everyone for their work during this financial year. He declared the meeting closed at 7:34pm.

Signed
Chairman

Date.....