

MINUTES of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street, Harwich
 on **Tuesday 19th July 2016** at **7.05pm**

Present:	Councillors B Brown, Erskine, Fowler, J Henderson, Morrison (from 7.10pm), C Powell, and Smith
In the Chair:	Councillor Calver
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 0 members of the press and the Estates Supervisor

F018/16	<u>APOLOGIES FOR ABSENCE</u> Cllrs Ashley, J Brown and I Henderson (sub G Smith)
F019/16	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
F020/16	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the Minutes of the meeting of the Finance & General Purposes Committee meeting held on 31 st May 2016 (previously circulated) be approved by the Chairman and signed as a true record.
F021/16	<u>MATTERS ARISING FROM THE MINUTES</u> None
F022/16	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
F023/16	<u>ESTATES SUPERVISOR REPORT</u> The Estates Supervisor , Peter Barrenger, gave an update on works completed since the last meeting. He confirmed that the Loop system is installed and fully working, and set up to European Standards. The Putting Green Phase 2 works are also complete. The flag pole brackets are still to be fitted and confirmed the reason for delay. Peter has attempted to obtain a written confirmation of acceptance of the designs, direct from English Heritage to enable the work to commence. The ladies toilets refurbishment is complete and Peter has commenced the mens however he's a little behind schedule but he doesn't expect a significant delay. Peter finally confirmed that the Clerks office is now fully refurbished with the redundant furniture either moved into the Archive Centre or donated to Leonard Cheshire homes. Cllr Calver suggested members check out the refurbished office and refurbished toilets and thanked Peter for his hard work.

F024/16	<p><u>SKATE BOARD PARK</u> Members considered the remedial works required to the Skate Board Park following the recent annual play inspection, in conjunction with the quotation obtained to carry out those works. RESOLVED: To instruct the remedial works, to be expended from the Skate park maintenance budget.</p>
F025/16	<p><u>GUILDHALL LEAFLET</u> Members discussed the photographs required for the new Guildhall leaflet. The Chairman asked if Cllr Fowler was in a position to carry on with the photographs, and she confirmed she was. It was agreed to leave the choice of photographs to Clerk in consultation with Cllrs Fowler and Powell, but to use the current Mayor for the Mayor making photograph, in consultation with Cllr Morrison.</p>
F026/16	<p><u>CORPORATE GIFTS</u> Cllr Powell asked members to consider purchasing appropriate corporate gifts rather than utilising the town plaques. Cllr Morrison felt it would be appropriate to offer a gift on certain occasions. RESOLVED: To proceed with investigating ideas, to be carried out by Cllr Powell in consultation with the Mayor.</p>
F027/16	<p><u>TRAINING</u> Members considered the training needs of the Council for the remainder of the Financial Year and RESOLVED: To Increase the budget provision for 2016/17 by a further £1500</p>
F028/16	<p><u>HARWICH SENIOR CREW EVENT</u> Members considered an appeal from Les Nicoll, on behalf of the EFRS, who is organising another Harwich Senior Crew event, and asked if the Council could make a contribution towards the cost of travel. The Clerk confirmed that since the money wouldn't be granted to the EFRS, then it would be acceptable under s137 to make a contribution. RESOLVED: To contribute £30 towards the cost of travel, to be made payable direct to the transport firm under s137.</p>
F029/16	<p><u>TOWN GUIDE</u> Members considered whether to recommend to Full Council whether to proceed with producing the Town Guide for 2017 Cllr Morrison proposed a recommendation to proceed for next year. Cllr Erskine seconded. RESOLVED: To recommend to FC.</p>
F030/16	<p><u>PICNIC SITE</u> Cllr Powell asked members to consider designs for signage promoting the new picnic area at the rear of the Putting Green, following a request from one of HTC's seasonal leisure attendants. Cllr J Henderson suggested a picnic area only with an arrow. Cllr Morrison liked The Willow picnic area Cllr Calver suggested we seek to go ahead with the directional picnic area signs stating Picnic Area and if there's sufficient money in the Putting Green contingency fund we could possibly look to establish a sign at the area naming it The Willows Picnic Area RESOLVED: To agree in principal to install signage saying Picnic Area and refer back to the Putting Green Working Party, in consultation with the Clerk, the</p>

	detailed workings, location, type of signage, cost for this as well as the signage at the actual site of the picnic area.
F031/16	<u>MATTERS TO BE REPORTED</u> None
F032/16	<u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u> " Members noted receipt of a letter of thanks for grant from the Ark Family Resource Centre
F033/16	<u>DATE OF NEXT MEETING</u> The next meeting of the Finance & General Purposes Committee will be held on Thursday 15th September 2016 at The Guildhall, Church Street, Harwich , at 7.00pm .
F034/16	<u>EXCLUSION OF PUBLIC AND PRESS</u> Pursuant to Sub-section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under-mention business: " External Decorating Quotations • IT Support Services

The chairman closed the public part of the meeting at 8.15pm.

CHAIRMAN

DATE

Cllr G Calver