

MINUTES of the Meeting of the Finance & General Purposes Committee
 held at
The Guildhall, Church Street, Harwich
 on
Wednesday 20th March 2019 at 7.06pm

Present:	Councillors B Brown, Calver, Fowler, J Henderson, C Powell, F Powell and Todd.
In the Chair:	Councillor Morrison
Clerk:	Ms Lucy Ballard
Also present:	1 member of the public, 0 members of the press

None

F085/18	<u>APOLOGIES FOR ABSENCE</u> Cllr Ashley
F086/18	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> Cllr Fowler declared an interest in the grant application for the Harwich Society as a trustee.
F087/18	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the Minutes and Confidential Minutes of the meeting of the Finance & General Purposes Committee meeting held on 5 th December 2018 (previously circulated) be approved by the Chairman and signed as a true record. RESOLVED: That the Minutes and Confidential Minutes of the Extraordinary meeting of the Finance & General Purposes Committee meeting held on 26 th February 2019 (previously circulated) be approved by the Chairman and signed as a true record.
F088/18	<u>MATTERS ARISING FROM THE MINUTES</u> The Clerk reported the following: <ul style="list-style-type: none"> • MIN F021/18 - The Hill School leases are now completed and signed. • MIN F060/18 – The clerk confirmed that a letter had been written to TDC but no acknowledgement had been received.
F089/18	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
F090/18	<u>HARWICH & DISTRICT COMMUNITY CRIME PREVENTION PANEL</u> RESOLVED: To award £500 s137 grant from the Youth Projects EMR.
F091/18	<u>HARWICH INTERNATIONAL SHANTY FESTIVAL</u> RESOLVED to RECOMMEND: To award £3000 s137 grant

F092/18	<p><u>HARWICH & DISTRICT SOCIAL STROKE GROUP</u> The Clerk reminded members that this group only catered for those with specific needs and that grants should be for benefit to the wider community. Members felt that those residents with these specific needs would not be restricted from joining the group. RESOLVED: To award £500 s137 grant</p>
F093/18	<p><u>BABY BANK TENDRING</u> Concerns were raised by members that the grant should benefit members of the parish and this group assisted residents across the district. The Clerk informed members that confirmation had been received from the applicant that any funds would be expended on Harwich and Dovercourt residents only and further reminded members that this group only catered for those with specific needs and that the level of grants should be commensurate with the benefit that it has on the residents of the parish. RESOLVED: To award £500 s137 grant with the following conditions: the grant must be used only for the purchase of goods; cannot be used for a contingency fund; can only be used to benefit those within the parish of Harwich and Dovercourt. HTC will require full feedback and evaluation following expenditure.</p>
F094/18	<p><u>HARWICH FESTIVAL COMMITTEE</u> RESOLVED TO RECOMMEND: To award £4670 s137 grant</p>
F095/18	<p><u>HARWICH SOCIETY (HARWICH IN BLOOM)</u> RESOLVED TO RECOMMEND: To award £3000 s137 grant from the Economic Development budget.</p>
	<p>The Clerk informed members that two applications had been received from the Harwich Mayflower Heritage Centre but were yet to be brought before Committee because a respond hadn't yet been received to queries raised.</p>
F096/18	<p><u>VIREMENTS</u> Members considered the following end of year virements to assist with budget provision in the new financial year: Debit:</p> <ul style="list-style-type: none"> • £2k from the Economic Development budget heading and £2k from the s137 budget heading. <p>credit:</p> <ul style="list-style-type: none"> • £4k to the Christmas Lights EMR. <p>RESOLVED: To proceed with the suggested virements.</p>
F097/18	<p><u>ESTATES SUPERVISOR REPORT</u> The Estates Supervisor, Peter Barringer, reported on the progress of current works since the last meeting, which included the delays to the works for the boiler, the purchase of non-slip hangers for the civic robes, confirmation that he works to the Boxing Club roof were imminent, the outside steps to the DTG building require works which they will fund but which Peter has agreed to assist with; a request for the floodlights at the skate park to remain on later into the evening, the Tommies are still to be re-sited, the partition works can't proceed until we receive LBC and finally that with the seasonal lighting, there was no issue with the timers on the Quay so recommends these are retained, unlike those in the High Street. Members also considered some works which were required at the Putting Green hut doors and which were expected to cost no more than £60 in the first instance.</p>

	<p>RESOLVED: To proceed with the necessary repairs at a cost of no more than £60 to be expended from the Leisure maintenance budget.</p>
F098/18	<p><u>LEISURE SEASON 2019</u> Members reviewed prices for the facilities on the Council-run site. RESOLVED: To retain the 2018 prices as follows: Putting Green: £2.50 Adults; £1.50 Juniors Crazy Golf: £2.50 Adults; £1.50 Juniors Petanque: £3p/hr Combined Ticket: £4 Adults; £2 Juniors</p>
F099/18	<p><u>SKATEPARK FLOODLIGHTS</u> Members considered a request for floodlights surrounding the skatepark to remain on until later in the evening on all days of the week. The Clerk explained that with assistance from the manufacturer, Peter Barrenger would be able to change the timers, and this had been agreed with TDC. It would require a change to the signage for which a quotation has been obtained. RESOLVED: To proceed with changing the timings of the lights so they remain on until 9pm on all days of the week and acquire new signage at the cost of £94.50 to be expended from the Leisure maintenance budget.</p>
F100/18	<p><u>KEY HOLDER AND ALARM RESPONSE SERVICES</u> Members considered renewing the contract with Oakpark Security for key holder and alarm response services for the Guildhall for the 2019/20 Financial Year. RESOLVED: To renew the contract for 2019/20 at the cost of £199.80 to be expended from the Premises budget. Members also noted the call-out charge was £36.</p>
F101/18	<p><u>CCTV MAINTENANCE</u> RESOLVED: To renew the maintenance contract for 2019/20 with current provider at a cost of £189 to be expended from the Hill School Repairs & Maintenance budget. FURTHER RESOLVED: To proceed with the replacement of a faulty camera at the cost of £195 to be expended from the HS – Repairs & Maintenance budget.</p>
F102/18	<p><u>SHUTTLE BUS PROVISION</u> Members considered providing a shuttle bus for the crews of the transit call cruise ships which are scheduled to dock at Harwich International Port this season. RESOLVED: To proceed with offering the shuttle bus with quotations to be considered under confidential business.</p>
F103/18	<p><u>REQUEST FOR USE OF PUTTING GREENS</u> Members considered a request from Simply Skate, to make use of the land adjacent to the Petanque area for the purposes of hosting the 2019 Comic Con event on 23rd June. The Clerk confirmed that there was an issue with the cars being parked on council-managed land during last year's event against the request of the Council. Cllr Calver suggested that HTC approve the request but with conditions and make the applicant aware that members are aware the conditions were broken previously and if they are again, the applicant risks not having access in the future. RESOLVED: To grant the request on condition that no vehicles are to be parked on or cross the land under council management and there is to be no restriction to access of the picnic area for members of the public who aren't attending the event; all refuse emanating</p>

	from the event to be managed between the event holder and TCD; any damage to land as a result of the event be immediately repaired by TDC at the applicant's expense.
F104/18	<u>LITTER PICK AT SKATE PARK</u> Members reviewed services for 2018/19. RESOLVED: To renew contract with Veolia for litter picking services at the skate park in 2019/20, at the current intervals/frequencies, at a cost of £646.02 to be expended from the Leisure budget.
F105/18	<u>LANDSCAPING AT THE HILL SCHOOL SITE/PLANTING AT THE PUTTING GREEN</u> RESOLVED: To renew arrangement with Tendring District Council for landscaping services and planting at the Council-managed site for the 2019/20 year at a cost of £1169 to be expended from the respective maintenance budgets.
F106/18	<u>SEASONAL LIGHTING DISPLAYS 2019</u> Members discussed the current lighting scheme in light of some issues which had been raised at a previous meeting with the contractor. RESOLVED: To renew contract with LITE for Christmas 2019/20 at the cost of £3280 and to override the timers, in the town centre only, to allow the lights to remain lit 24 hours a day for the period previously agreed (MIN 132/18). FURTHER RESOLVED: To proceed with investigating options and quotations for future direction and bring back to a future meeting for consideration.
F107/18	<u>INDEPENDENT REVIEW OF THE ACCOUNTS</u> Cllr Fowler reported her findings following a review of the accounts on 21 st February. She reported that everything appeared to be in order. The Chairman gave her thanks to Cllr Fowler for her time.
F108/18	<u>DATA PROTECTION POLICY</u> Members discussed the need for a new policy in line with GDPR, which would be an internal procedure for staff to follow: RESOLVED: To adopt the policy with immediate effect. Members gave thanks to Lucy and Shannon for their hard work putting this policy and supporting documentation together.
F109/18	<u>LEAVE POLICY</u> RESOLVED: To adopt the policy with immediate effect. Members gave thanks to Lucy and Shannon for their hard work putting this policy together.
F110/18	<u>FINANCIAL REGULATIONS</u> Members reviewed the existing Financial Regulations and agreed they were still fit for purpose and didn't require any amendment. RESOLVED: To adopt Financial Regulations in their entirety.
F111/18	<u>FINANCIAL RISK ASSESSMENT AND SYSTEM OF INTERNAL CONTROL</u> • Members reviewed the Financial Risk Assessment conducted by the RFO and the measures put in place to mitigate any risk. Members noted points to be aware of as well as some recommendations which would be acted upon accordingly. RESOLVED: To accept the Financial Risk Assessment and confirm measures taken to mitigate risk are adequate.

	<ul style="list-style-type: none"> • Members further considered the current System of Internal Control (the measures in place to safeguard the Council's finances) and reviewed its effectiveness. <p>RESOLVED: To accept the System of Internal control and agreed that the systems in place for the prevention and detection of fraud were effective.</p>
F112/18	<p><u>MATTERS RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <p>Members noted receipt of the following correspondence:</p> <ul style="list-style-type: none"> • Letter of thanks for grant from the Harwich & District Social Stroke Group and Harwich & Dovercourt Community Events Team • Evaluation form following grant from the Dovercourt Theatre Group and Harwich International Shanty Festival • Evaluation form following grant from Harwich & Dovercourt Community Events Team. The Clerk confirmed that £175 had been repaid as this was surplus fund.
F113/18	<p><u>MATTERS TO BE REPORTED</u></p> <p>The following matters were reported to members:</p> <ul style="list-style-type: none"> • The NJC has agreed new pay scales for 2019-2020 to be implemented from 1st April 2019. Staff are to be assimilated to new scales which have been created as a result of the implementation of the NLW. • A teambuilding activity has been arranged at Harwich Escape Rooms booked for 21st March at a cost of £72 to be expended from the Training and consultancy budget. • Expenditure of £19.99 on purchasing non-slip robe hangers to be expended from the Civic Expenditure budget and £49.48 on purchasing more crockery to be expended from the Maintenance & Consumables budget. • Cost incurred of £4.80 to transfer DNS control of the .co.uk domain name to another hosting provider to resolve current councillor email difficulties. • A motion by the EALC to NALC in relation to funding to the church in the LGA 1894 has been successful. • Section 137 expenditure limit for 2019/20 has been set at £8.12. • GC said this is the meeting of the committee for this civic year and thanked all the officers of the council for their hard work supporting the committee.
F114/18	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of the Finance & General Purposes Committee will be held at 7pm on a date to be agreed in 2019 at The Guildhall, Church Street, Harwich.</p>
F115/18	<p><u>EXCLUSION OF PUBLIC AND PRESS</u></p> <p>RESOLVED: 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-mentioned business:</p> <ul style="list-style-type: none"> • Cruise Ship Shuttle Buses • Gas Boiler Works

The chairman closed the public part of the meeting at 8.21pm.

CHAIRMAN

DATE