



## Redenhall with Harleston Town Council

Tel/Fax: 01379 854519  
E Mail: [harlestontc@btconnect.com](mailto:harlestontc@btconnect.com)  
<http://www.harlestontowncouncil.co.uk>

Memorial Leisure Centre  
Wilderness Lane  
Harleston  
Norfolk IP20 9DD

### Minutes

of a meeting of Redenhall with Harleston Town Council Finance Committee  
held at the council offices, Harleston Leisure Centre  
at 6.30pm on Tuesday 11<sup>th</sup> October 2016

**In Attendance:** Councillors: Barry Woods (Chairman) Mark Betts, Adrian Brownsea, Frances Bickley, Simon Marjoram

**Also present:** Lynda Ling (Town Clerk)

1. **Welcome** – The Chairman welcomed those present at the meeting
2. **To receive and accept apologies from members unable to attend** – None
3. **To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting** – None
4. **To approve the minutes of the meeting held on Tuesday 6<sup>th</sup> September 2016** – Agreement was proposed by Councillor Bickley and seconded by Councillor Betts.

**ALL AGREED**

5. **Financial report from chairman** –
  - The chairman informed members that a great deal of time had been spent trying to sort out the BACS payments update enforced by Barclays Bank. The ruling now is that 2 people have to be involved in the making of payments, the difficulty at the moment is that there is no second person with an authorisation card to complete the process online. It was reported that the chairman of the finance committee will be the authoriser with primary responsibility but the vice-chairman will be a second person as stand by.
  - The half yearly expenditure figures have been altered slightly to reflect the splits for salaries, PAYE and pensions.
  - A fault in the RBS system (accounting) was discovered by the Office Administrator which was reported to RBS and has now been fixed.
  - The half yearly figures for income and expenditure are as expected.
  - The chairman reported to members that although the RBS system showed good detail, it did not show sufficient detail for council purposes. Members will be sent a copy each month of an enhanced version of an income and expenditure spreadsheet plus a summary sheet printed off from RBS, and if a full report is required from RBS, then members will be required to request one.

- 6. Budget Training** – The chairman thanked everyone for turning up to the budget training on Saturday which unfortunately did not take place due to the trainer being unwell
- 7. Update on any budget proposals received** – None received to date, however the chairman commented that if no suggestions are brought forward from the various chairman of committee's and working groups, the finance committee will make the necessary decisions.
- 8. Discussion on the 2017/18 local government finance settlement technical consultation paper and any agreed action** – The chairman reported that the consultation paper is about a referendum which will be imposed on all councils should a council wish to put the precept up above a certain amount. After a lengthy discussion, it was agreed to recommend to council to respond to the consultation with a negative response. Agreement was proposed by Councillor Betts and seconded by Councillor Bickley **ALL AGREED**
- 9. Section 106 monies and the resurfacing of the tennis courts and any agreed action** – This was discussed at the previous meeting.
- 10. Findings of the Communications WG regarding the purchase of IT equipment including laptops, server, UPS and external hard drive and agree any action** – The chairman gave a brief history of the problems encountered over the past 18 months and to that end, Councillor Betts had sourced prices of equipment which needs replacing which was approximately (some slight variations in cost may apply dependent on offers at the time of ordering):-
- 2 x laptops - £461 including VAT each
  - UPS - £68 including VAT
  - Server replacement - £439 including VAT
  - External Drive - £90 including VAT
  - Printer (Gym) - £60 including VAT

After a short discussion on how the work would be carried out, and the retaining of a spare laptop and server being kept up to date for emergency use, members agreed that a limit of £2000 could be allocated for the purchase of the items listed above. Agreement to recommend to council these purchases was proposed by Councillor Brownsea, seconded by Councillor Bickley. **ALL AGREED**

- 11. Consideration of the Environment Working Group's recommendation for repairs to Bullock Fair Car Park bollards and any agreed action** – An audit had been done recently on the bollards in the car park and five posts were found to need attention. One quote only had been received for remedial works which was to fill, sand, and cement the five posts at a cost of £150.00 plus VAT. Agreement to recommend to council that the works be completed was proposed by Councillor Betts and seconded by Councillor S. Marjoram. **ALL AGREED**

- 12. Consideration to upgrade the hot water supply to the football changing rooms as discussed by the Recreation Committee and any agreed action** – The chairman gave members some background information regarding the problems experienced and after a short discussion it was agreed to recommend to full council that the quote (£7588 + VAT) be accepted for the upgrading of the hot water supply in the football changing rooms.

Agreement proposed by Councillor Betts and seconded by Councillor Bickley

**ALL AGREED**

**13. Consideration to replace the leisure centre's boilers and any agreed action –**

The chairman informed members that this had been discussed at the Recreation Committee meeting recently and gave a breakdown of problems which had been encountered and why the boiler needed replacing. Three quotes had been sought, only one had been received however, which was for £12587 + VAT. After a short discussion it was agreed that a recommendation should be put forward to full council to replace the boiler. Agreement proposed by Councillor Bickley and seconded by Councillor S.

Marjoram.

**ALL AGREED**

**14. Consideration of the Recreation Committee's recommendation to purchase a replacement mower and any agreed action –**

The chairman informed members of the current situation with the pedestrian mower and a replacement mower had been found at a cost of £453.00 Agreement to recommend the purchase of a replacement mower to full council at the cost stated was proposed by Councillor S. Marjoram and seconded by

Councillor Brownsea.

**ALL AGREED**

**15. To confirm the date of the next meeting:** The next meeting will take place on 8<sup>TH</sup> November at 6.00pm in the council offices.

**Meeting closed at 20.08pm**

Signed.....

Date.....