



## Redenhall with Harleston Town Council

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### Minutes

of a meeting of Redenhall with Harleston Town Council Finance Committee  
held at the council offices, Harleston Leisure Centre  
at 6.00pm on Tuesday 6<sup>th</sup> December 2016

**In Attendance:** Councillors: Barry Woods (Chairman) Mark Betts (arrived during Item 6),  
Adrian Brownsea, Frances Bickley and 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** – Councillor Marjoram declared a personal interest in Item 7 (Harleston Information Plus) and a personal interest in Item 7 (Waveney Valley Community Archaeology Group)
4. **To approve the minutes of the meeting held on Tuesday 8<sup>th</sup> November 2016** – Agreement was proposed by Councillor Bickley and seconded by Councillor Brownsea  
**ALL AGREED**
5. **Matters arising** - None
6. **Waveney Foodbank representatives attending to support their application for a £500 grant** – Graham Reardon, Chief Administrator and Les Ferns, Funding Manager for the Waveney Foodbank attended the meeting to give members further information on their work, points covered included:-
  - Harleston is the second biggest recipient of food boxes
  - They provide 6 – 10 boxes of cereals to local schools
  - They have helped 860 people in Harleston, a lot of whom are children
  - Figures increase during winter months
  - Reasons given when recipients ask for help is benefit changes, low income and benefit delays
  - Help is normally given for no more than three times and a system is in place to ensure no-one comes to depend on the food boxes
  - Vouchers are distributed by the church
  - Supermarkets are the biggest donators for food
  - 600kg of food has already been donated this year
  - The foodbank works with other organisations however they do not advertise
  - Harleston is well covered but the surrounding villages less so.

After members listened to the facts and figures presented, Councillor Brownsea asked if there was anything else that the town council can do to assist. Mr. Reardon responded that although there wasn't anything else at this time, it would be appreciated to have the council's support for this grant application. The chairman thanked Mr. Reardon and Mr. Ferne for attending and they left the meeting.

After a short discussion it was agreed that this application would benefit Harleston residents and Councillor Brownsea proposed agreement to the granting of £500 to Waveney Foodbank which was seconded by Councillor Bickley. **ALL AGREED**

## **7. Grant applications for Harleston Information Plus and Waveney Archaeological Society, which were deferred from last Town Council meeting –**

**Harleston Information Plus** - The chairman read out the supplementary report provided from Harleston Information Plus which detailed the work they did, number of visitors etc. The chairman expressed concern that there didn't appear to be any evidence of provision for longer term sustainability, and it was suggested that before an application is made next year, some thought needs to be given to this. Additionally, it should not be assumed that a grant will automatically be given by the council in future. It was proposed by Councillor Brownsea that £6000 should be given as requested which was seconded by Councillor Betts. **ALL AGREED**

**Waveney Archaeological Society** – The members considered the extra information which had been supplied, including the request to increase the grant application by £40 to cover rising print costs, this would bring the total grant request to £690. After some debate on the breakdown of costs, Councillor Betts proposed a grant of £300 which was seconded by Councillor Brownsea. **ALL AGREED**

**8. Consideration and discussion of the draft budget for 2017/18 and any agreed action** – The chairman informed members that information had been received ahead of the tax base figures being released in December, that the likelihood was that the Council Tax Support grant to town and parish councils would be reduced in line with South Norfolk Council's own reduction in Revenue Support Grant from Government. The predictions are that the cut will be 55.33% for 2017/18. This would mean a reduction in funds from £25,345 to in between £12,000 and £15,000, and consideration should be given to an increase in the precept to cover this and a shortfall in the draft budget. The budget was then discussed in detail with questions being raised by members and answered by the chairman and clerk, which included the additional potential costs of the council taking on the running of the toilets. The discussion then turned to precept figures and after a lengthy discussion it was agreed to recommend to full town council a rise of 3% in the precept which would give the council additional funds of £8,616 at a cost of £1.50 per day to the resident. Both the budget and rise in precept was proposed for agreement by Councillor Betts and seconded by Councillor S. Marjoram. **ALL AGREED**

**9. Recommendations put forward by the Personnel Committee for changes to two members of staffs' pay and conditions and any agreed action** – The chairman informed members of the following:-

- **Staff Member One** – Role and responsibilities has increased and it is recommended by the Personnel Committee to increase working hours from 30 to 37 per week and to increase salary to scale 15 from scale 10. This would cost the council just over £2,000 per year taking into account pension and national insurance contributions. Agreement proposed by Councillor Betts and seconded by Councillor Bickley **ALL AGREED**
- **Staff Member Two** – No increase in hours or core duties and it is recommended by the Personnel Committee to increase salary to scale 14 from 10 and change of job title to Duty Manager. This would cost the council just under £2,000 per year taking into account pension and national insurance contributions. Agreement proposed by Councillor Betts and seconded by Councillor Bickley. **ALL AGREED**

**10. Date and time of next meeting** – the next meeting will take place on Tuesday 10<sup>th</sup> January 2017 at 6.00pm in the council offices.

**Meeting closed at 20.41pm**

Signed.....

Date.....