



## Redenhall with Harleston Town Council

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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 7<sup>th</sup> February 2017

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

**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** – Apologies were received and accepted from Cllr. S. Marjoram
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 10<sup>th</sup> January 2017** – Agreement was proposed by Councillor Bickley and seconded by Councillor Betts  
**ALL AGREED**
5. **Matters arising** – Councillor Brownsea commented that he was aware of some public conceptions that the town council would be taking over day to day running of the public toilets and was concerned about the cost of the lease and the day to day running of the facility. The chairman responded that the town council had agreed to take over the toilets and associated costs subject to a suitable lease and this would be discussed again in due course when all facts were available.
6. **Consideration of the way forward with regard to the council reserves and agree any action** – The chairman discussed the following:-
  - There is a need to more specific on the allocation for designated reserves e.g. a five year life expectancy of an item, should have monies available for replacement by year four.
  - More consideration of the shelf life of assets needs to be given along with unexpected expenditure and budget headings
  - Councillor Brownsea spoke of the considerations currently being given to the war memorial gardens being revamped and suggested allocating unspent monies from this year's budget for the war memorial be carried into next year's war memorial budget. This help to get works completed for the 2018 centenary. The chairman confirmed this will be looked at.
  - The chairman suggested sending a copy of the Asset Register to all members of the Finance Committee for their comments and suggestions and bring back for discussion at a later meeting. This was agreed.

**7. Resolution to agree to pay Pauline James for professional advice relating to year end accounts and agree any action** – Agreement was proposed by Councillor Bickley and seconded by Councillor Brownsea for no more than £500 to be spent on this service.

**ALL AGREED**

**8. Resolution to recommend to full council the adoption of the Annual Review of Effectiveness of Internal Control and agree any action** – Agreement to the proposal was put forward by Councillor Bickley and seconded by Councillor Betts subject to a slight change on the External Audit section which was to change the auditors names from Mazars to the newly appointed auditors PKF Littlejohn LLP.

**ALL AGREED**

**9. To note a 1% pay increase from 1<sup>st</sup> April 2017** – Noted

**10. Consideration of a new policy for the charging of a non-refundable deposit for use of council services/hire and agree any action** - The chairman informed members that the council do not currently take deposits for use of the recreation grounds/ room hire etc. and the suggestion was to ask for 50% at the time of booking. If the organisation defaulted and wanted to book again at a future date, then the full cost should be payable at the time of booking. Agreement was proposed by Councillor Betts and seconded by Councillor Bickley.

**ALL AGREED**

**11. Discussion to adopt a policy for unpaid invoices and agree any action** – The chairman made the following suggestions for late/unpaid payments:-

- To introduce a standard payment time of 30 days
- Any default on the 30 day pay period would incur a penalty of 5% for part of or per week for the second month
- If the invoice was still unpaid after two months, then the service to that organisation would cease until the invoice was settled.
- If late payment occurred again with the organisation on a later invoice then the penalty would rise to 10%

Agreement to the proposal was put forward by Councillor Betts and seconded by Councillor Bickley

**ALL AGREED**

**12. Discussion on the installation of a pedestrian footpath on the Recreation Grounds as recommended by the Recreation Committee and agree any action** – At last month's Finance Committee meeting when this subject was considered, it was suggested that it be referred back to the Recreation Committee for comment as to the suggested placement of the footpath. Alternative options to the siting of the footpath were revisited, however, it was decided by the Recreation Committee that no other options were viable and the Finance Committee were asked to consider the original proposal. It was agreed that the cost of £8,853.50 could be met from the project budget and Councillor Betts proposed agreement to the works which was seconded to Councillor Bickley. It was agreed that this would be recommended to the following week's town council meeting.

**ALL AGREED**

**13. Date and time of next meeting** – the next meeting will take place on Tuesday 4<sup>TH</sup> April 2017 at 6.30pm in the council offices.

**Meeting closed at 20.29pm**

Signed.....

Date.....