



Redenhall with Harleston Town Council

Tel/Fax: 01379 854519
E Mail: harlestontc@harlestantowncouncil.co.uk
<http://www.harlestantowncouncil.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 4th April 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** – 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 7th February 2017** – Agreement was proposed by Councillor Bickley and seconded by Councillor Betts
ALL AGREED
5. **Matters arising** – Councillor Brownsea commented that he had read in a Norfolk County Council publication that it was the duty of district councils to provide public toilets and that this should be taken into consideration when discussing the toilet lease with South Norfolk Council.
6. **Chairman's Report** –
 - The chairman informed members that there have been a lot of changes recently surrounding the laptops and software, and in order to move things along, 3 licences for Microsoft 365 Business had been ordered for the office at a cost of £268.44 excl. VAT which would come out of the contingency budget.
 - A concern had been raised by Councillor Brownsea previously regarding a budget for the clocktower, this will be looked at for next year.
 - Due to the chairman's holiday last month, the budget monthly figures were slightly delayed in being sent out.
7. **Discussion on the resurfacing of the tennis courts and any agreed action** – The chairman reported that this had been discussed at the last Recreation Committee meeting. After a lengthy discussion the opinion of the committee was that the council should not consider spending money on a higher standard of court than was necessary as long as the courts were maintained in a safe way. Councillor Rose has come up with an idea that the courts could have increased usage by introducing other types of sports on them, i.e. basketball, which would involve more court lines in different colours being put on the surface. It was agreed to ask the Recreation Committee to investigate the multi-use idea for the tennis courts. Agreement proposed by Councillor Woods and seconded by Councillor Betts. **ALL AGREED**

8. To note an increase in the cost of the cleaning contract in line with government legislation (Living Wage increase) – noted

9. Quotes for new flooring in the social room and agree any action – The clerk informed the committee that two quotes had been sourced, Company A for £5758.00 incl. VAT and Company B for £5520.00 incl. VAT. Both companies had recommended the same product which was hardwearing, durable and fit for all purposes that the social room would be used for. The quote included to uplift and dispose of old vinyl flooring and hardboard, to supply and fit 6mm plyboard to the floor surface and supply and fit commercial LVT. After a brief discussion it was agreed to recommend to full council to accept Company B's quote. Agreement proposed by Councillor Bickley and seconded by Councillor Brownsea.

ALL AGREED

10. To discuss a small allocation for HR purposes and agree any action – It was agreed that this was a good idea in case of an unexpected situation occurring and £100 was proposed by Councillor Betts and seconded by Councillor Bickley.

ALL AGREED

11. Grant applications for consideration and agree any action –

- **Harleston Hockey Club – Request for £1000** - The grant application was for the purchase of land currently owned by the MoD. After careful consideration the committee decided that they could not award any grant to the Hockey Club on this occasion due to the healthy bank balance the club currently have and declined the grant application. Agreement proposed by Councillor Brownsea and seconded by Councillor Bickley.
- **Harleston's Future Events Group – Request for £500 –** After a brief discussion it was suggested that the Christmas Lights Group could contribute on a 50/50 basis to the funds and a discussion needed to take place with them. The funding was requested to support the annual Christmas Lights Switch-on event and £350 would be used for lighting and sound equipment and £150 towards the cost of street entertainers and the lantern parade.

ALL AGREED

12. Discuss and agree the cost of training for the maintenance team for necessary courses and agree any action – The clerk informed the members that only one member of the maintenance team were qualified by LANTRA to cut grass (ride on mower and pedestrian), strim, brushcut and use the blower. The courses are difficult to find locally, however, a trainer has been found who will come on site and train council staff to the required standard, and up to 4 people can be trained for the five courses. The overall cost is £2,025.00 for three days training, mileage and 3 staff registrations for their certification. It was agreed to allocate up to £2,500 for this purpose due to this being a legal requirement, and if a fourth person could be found to undertake the training, this may reduce the cost. Agreement proposed by Councillor Betts and seconded by Councillor Bickley.

ALL AGREED

13. Discussion on increasing the limit on the cost of providing a concrete slab for the placement of a bench on Mendham Lane – The cost has been quoted as £225.00 for this which was not agreed by the members. It was suggested siting the bench on the recreation grounds instead.

ALL AGREED

14. Date and time of next meeting – the next meeting will take place on Tuesday 2nd May 2017 at 6.30pm in the council offices.

Meeting closed at 20.29pm

Signed.....
Date.....