



Redenhall with Harleston Town Council

Clerk: Mrs. L. Ling

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 8th August 2017**

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

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 13th June 2017** – Agreement proposed by Councillor Bickley and seconded by Councillor Betts

ALL AGREED

5. **Monthly Finance Report** – A brief discussion was held on the budget and expenditure so far. It was noted that the budget for Internal Audits and photocopying had been exceeded by 5.4% and 31% respectively. The change of photocopier in the council office earlier in the year had been largely the reason for the excess expenditure for photocopying and associated costs. Councillor Brownsea asked where the income from the market electricity goes to, the clerk replied that it is part of the income under Markets – Miscellaneous Income. There also is no budget under town council 101 for maintenance contractors

6. **Matters arising** – The clerk informed the meeting that a member of the maintenance team, who works 27 hours per week, has gone on long term sick leave. A request has been made to allocate 5 of his hours to another member of the maintenance team until the staff member's return, which may be in November, in order to try to keep up to date with some of the responsibilities which are normally covered on a weekly basis. Agreement was proposed by Councillor Betts and seconded by Councillor Broughton.

ALL AGREED

The clerk also asked if members were happy for her to investigate whether there is any interest amongst other parish clerks, for a training session to be organised at the Leisure Centre for parish asset registers and the General Data Protection Regulations. All agreed they were happy for this to be investigated.

7. **Chairman's report** – No report this month due to it being a quiet month.

8. Discussion on a recommendation from the personnel committee in relation to employing a receptionist for the gym reception desk – Councillor Betts reported that as there has been a change around in staff (one temporarily abroad and another having left our employment) there was a need for some dedicated reception cover so current trained gym staff could be more visible on the gym floor. After a brief discussion agreement to take on another staff member for 16 hours per week specifically for busy evening periods was proposed by Councillor Broughton and seconded by Councillor Brownsea.

ALL AGREED

9. Discussion on the council reserves – Councillor Brownsea informed members that he had drawn a blank with queries to Norfolk County Council regarding business continuity disaster recovery information.

The chairman mentioned that there one or two earmarked reserves, where the money had been put away annually and was required by 2015, which was still sitting there. This was for the maintenance store and cemetery.

10. Consideration of any financial implications for the Development Working Groups consideration in their business continuity discussions – This was mentioned during Item 9.

11. Date and time of next meeting – the next meeting will take place on Tuesday 12th September 2017 at 6.30pm in the council offices.

Meeting closed at 19.30pm

Signed

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