



# 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 7.15pm on Monday 16<sup>th</sup> April 2018

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

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

- 1. To receive and accept apologies from members unable to attend** – Apologies were received and accepted by Cllr. Broughton (ill-health)
- 2. To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting** – None
- 3. To approve the minutes of the meeting held on Tuesday 13<sup>th</sup> March 2018** – Agreement proposed by Councillor Brownsea and seconded by Councillor Bickley **ALL AGREED**
- 4. Matters arising** - None
- 5. To receive a monthly finance report** – These were noted. Cllr. Betts commented that expenditure has been 96.3% and income is 100.1% overall for the last year based on month 12 on the finance system reconciliation. A lengthy discussion then took place and it was agreed to discuss this again when the end of year figures had been prepared in readiness for the Annual Return.
- 6. Chairman's Report** – None
- 7. Discussion on whether to use CIL monies for the refurbishment of the War Memorial gardens** – The clerk reported that the council currently has £3087.73 in CIL monies with another £999 due later this month (£4086.73). Members thought this was a good use of the Community Infrastructure Levy monies and the clerk confirmed that SNC have approved that the refurbishment of the war memorial garden is an acceptable project to spend it on. It was agreed to discuss this further when quotes and plans have been received, along with other funding streams.
- 8. To note that the cleaning contract (Clarity) will be increasing their costs in line with government legislation** – Members were informed that the monthly cost of the contract will rise from £850.51 to £893.04 per month, an increase of £42.53 per month, a total annual increase of £510.46. This was noted.

The clerk left the room while item 9 was discussed.

- 9. Discussion on unused holiday reimbursement for 2017 as recommended by the Personnel Committee** – A discussion took place at the personnel committee on 23<sup>rd</sup> January 2018, about the large amount of unused clerk's holiday, which amounted to 144hrs in total. At the personnel committee it was recommended that the clerk take as many Fridays off work as annual leave until the end of the financial year, and if required, it was agreed to carry a week over into the

new financial year. The clerk has managed to reduce this to 96.75 up to the end of March 2018. Members suggested that all the remaining hours be carried over into the next two financial years with the intent that the excess hours are cleared after that time.

**10. To note email and invoices from SNC for new car park lease** – The invoice for the first quarter of the car park lease has been received which amounts to £24,880.29 – this will be put on the town council payments list at the next meeting.

**11. Expenditure proposal from other committees and working groups** – None

**12. Confirm time and date of the next meeting** – Date and time agreed for Tuesday 8<sup>th</sup> May 2018 at 6.30pm

**Meeting closed at 20.20pm**

Signed .....

Date.....