



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 12th June 2018

In Attendance: Councillors: Frances Bickley, Robert Arbon and Adrian Brownsea – Cllr Bickley proposed Cllr Arbon chair the meeting. All agreed for the meeting to go ahead and happy for Cllr Arbon to stand in as chair in the absence of other councillors

Also present: Tracey Betts (Office Administrator)

- 1. To receive and accept apologies from members unable to attend** – Apologies were received and accepted by Cllr Broughton (ill-health), Cllr Betts and Cllr Joselyn
- 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 8th May 2018** – Cllr Arbon noted that only one councillor present was at the last meeting and could these minutes be approved. Cllr Brownsea commented that these minutes were a fair summary of the meeting and accepted the wording. However, as there were not two councillors present this evening who were also in attendance at the last meeting, the minutes would have to be approved at the next meeting.
- 4. To receive a monthly finance report** – Tracey explained that due to year and month end the May finances had only been finished that afternoon but due to a fault with the system was unable to print off a copy of the last two monthly reports but would be seeking advice from Rialtas in the morning. Cllr Arbon asked if a quarter report could be sent out a week before the next finance meeting.
- 5. Matters arising** - None
- 6. Chairman's Report** – Cllr Arbon said that due to the Chairman and vice Chairman not available there is nothing to report
- 7. To resolve to agree to employ the services of Peter Brighton for the coming financial year as the council's internal auditor and agree any action** – Proposed by Cllr Brownsea and Seconded by Cllr Bickley
ALL AGREED
- 8. To discuss a letter received from Barclaycard introducing a new proactive Security Service (PCI DSS) compliance at a cost of £15.00 per month and agree any action** – A copy of the letter was shown to all those present. As this was in detail Cllr Arbon suggested that this be deferred to next meeting and they would take a copy of the letter away and asked that a copy could be sent to other cllrs.
ALL AGREED
- 9. To discuss the Internal Auditors findings and agree any action** – Cllr Brownsea said that the report doesn't go into as much detail for the expenditure as it does the income but it does

Memorial Leisure Centre, Wilderness Lane, Harleston, Norfolk. IP20 9DD
Telephone: 01379 854519, email: harlestontc@harlestontowncouncil.co.uk
<http://www.harlestontowncouncil.co.uk>

Office Hours: Monday, Tuesday & Friday 9.30am to 1pm and Wednesdays 1pm to 5pm

indicate what the council needs to action on in bold print. The report concentrates on the paperwork in the office and discuss income matters and mentions the increase in the gym income but doesn't mention expenditure. A discussion took place on varying aspects of budgets which could be discussed in more detail under a different agenda heading. Cllr Arbon asked that it be minuted that the finance committee would like to thank the clerk and office staff for all their hard work for achieving the reports from the system which contributed to a favourable report from auditor.

10. To discuss the cost of the repairs required for the lighting on the Broad Street car park (lighting columns and bollards) and agree any action – This was discussed as the original plan was to trial the new style light on this car park but this couldn't be done because of the style of lighting. Cllr Brownsea explained that himself and Cllr Joselyn had been down to look at the lights on Broad Street but there was there was no mention to replace these. If lights were going to be installed on the car park the lights need to clean and not obscured. Cllr Arbon said that it was his understanding to retain the old style lights. The new LED lights would save money and need to be included in the rolling programme. Cllr Arbon asked whether the set down point and the bollards are part of the lease and from an environment point do we need to look at the road and the visibility to go up to the car park. It was suggested that the committee need two quotes for the lighting as this is different to other lighting in town as seems to excessive to be variable. Cllr Arbon asked council to look at private properties that had access to car park as concerned about access/usage of driveway to car park.

11. To discuss and agree the cost of blackening one end of a light attached to a building which is too bright for resident and agree any action – Cllr Arbon recommended to ask Environment Committee to consider the requirement/council obligation and actual location of lighting and if its council remit. This was discussed and it was felt that this was quite expensive and that if this was paid then it would set a precedent for other residents to want their bright light blackened.

12. To discuss (and agree where necessary) any expenditure proposals from other committees and working groups – None to discuss Cllr Arbon suggested taking this to the meeting on Monday when audit trails could be discussed as to the route of expenditure proposals.

13. To agree the recreation committee payments – Cllr Arbon was concerned as no information was provided to support these. Cllr Bickley reassured that all information for the invoices were behind the coversheet and have been examined, verified and checked against nominal codes. Cllr Bickley proposed these be signed and seconded by Cllr Brownsea. **ALL AGREED**

14. To confirm the date of the next meeting: Tuesday 10th July 2018 at 6.30pm

Meeting closed at 8.30 pm

Signed

Date.....