



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 11th September 2018

In Attendance: Councillors: Frances Bickley, Mark Betts, Robert Arbon and Adrian Brownsea

Also present: Lynda Ling (Town Clerk) and Tracey Betts (Finance Administrator)

1. Welcome

2. **Election of a Vice-Chairman** – Cllr Betts nominated Cllr Brownsea, who declined the vice-chair. Cllr Arbon then proposed Cllr Bickley which was seconded by Cllr Betts **AGREED 1 ABSTAIN**

3. Terms of Reference document for discussion

Cllr Brownsea suggested that in view of tasks of this committee, should we consider more than 5 councillors on committee and more than 3 to make quorate. Cllr Bickley explained that as we only have 8 councillors we can't do it at the moment. Cllr Brownsea said that he was happy to accept this at the present time.

4. **To receive and accept apologies from members unable to attend** – Apologies were received and accepted by Cllrs Broughton and Kuzmic

5. **To receive any declarations of pecuniary or other interests in particular matters to be raised at this meeting** - None

6. To approve the minutes:-

Finance Committee draft minutes of Tuesday 8th May and 12th June 2018

Proposed: Cllr Betts Seconded: Cllr Arbon

ALL AGREED

Planning Committee draft minutes from Monday 19th February 2018

Proposed: Cllr Betts Seconded: Cllr Arbon

ALL AGREED

7. Planning

- Presentation from Richard Martin and Martin Scott from Scott Properties regarding Land at Briar Farm, Harleston – A lengthy discussion was held on the infrastructure of the town and the ability to support a development of this size. Richard and Martin explained that the document was a vision document only which had been put together quickly and they only wanted to come along to the meeting to introduce themselves. Cllr. Brownsea commented that there are more churches, three supermarkets and that only one pub was found in the document. They both thanked the council for letting them come to talk to them and this was to say hello and try to solve any initial problems and they like to have feedback. Cllr. Arbon pointed out that the doctors can't cope with the number of patients they already have, never mind more.

Scott properties agreed there are different ways of looking into this and as a sensible landowner if anything can be done they will do.

Cllr Arbon pointed out that one of the big things about the town centre is it has the largest number of listed buildings and range of different buildings of certain ages and decades. The town centre is ancient and traditional and want it kept attractive to bring visitors to it. Cllr Arbon expressed that we should enable development and not disable it but that there should be more starter homes, so the younger generation can get on property ladder and stay in the town in which they grew up. Cllr Arbon gave an example by which those that belong to the bowls club are looking to move closer into Harleston in order to be able to continue to play, and there is a need for a community centre as there is nowhere in Harleston for larger community events . Cllr Brownsea thought that the first sustainable development should be 400 m from a bus stop, which this development is a long way from that. Cllr Brownsea suggested that Harleston could do with providing one bedroom properties for a single person to a standard more than the average bedsit. Scott properties reassured members that they were looking at 10% affordable ownership and will come up with some options.

Cllr Bickley thanked Scott properties for their kind comments to say that what we have to offer is good.

- **Planning applications received and decisions made by South Norfolk Council**

2018/1903 – 37 School Lane, Harleston – Erection of two storey extension to rear & garage to replace existing timber garage No objections

2018/1904 - Land north west of Fuller Road, Harleston – New commercial unit for Kombat UK Ltd. No objections

- **Infrastructure Audit & Review – discussion on planning the audit**

Cllr Arbon suggested that council members go for a walk around the town and suggested that youth groups join them. If done three years ago, where is it. The town clerk explained that the basic idea of the last audit walk was to highlight what needs doing in terms of maintenance i.e. looking at overgrown areas in the car parks, paving slabs that needed resetting, area's that needed cleaning or painting.

The infrastructure is what the town can benefit from like free parking and charging powerpoints, as there are not many towns that have these. Cllr Arbon suggested that we think what does infrastructure mean to the council and then councillors can come up with action points and ideas of what to do.

8. Finances:

- **Income & Expenditure**

A brief discussion was held on the finance system and the way that reports are presented from it. The clerk explained that the finance system is a bespoke system for town and parish council finances, and although one or two things could do with tweaking i.e. cost codes could include more items, the reports themselves showed everything councillors would need to know to keep them up to date with the monthly details, for example, it shows the cost centre, cost code, budget title, actual spend for the year to date, current annual budget, variance annual total, funds available and % spent. The system has worked well for many years, and the fact that there was a clean bill of health from the accountant who assists with year-end, internal auditor and external auditor proves that.

- **Budgets**

It was suggested that each committee is responsible for their budget and to explain it to the committee members.

- **Reserves**

Requests from committee's - None

- **Fixed Asset Register**

It was suggested that this should be reviewed and estimate value of holdings where appropriate

9. Development:-

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

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

- **Harleston In Bloom**

David Charles came with ideas and feedback as it would be commercially orientated. David suggested coming to give a presentation to full council after he has done some further research.

- **Premises Licence**

A meeting with Amanda Cox, the compliance officer to South Norfolk Council, took place that morning, with a view to changing the licence into the town council's name, the costs are a lot less than the council were given to believe some time ago. The council will look at extending the licence to cover the whole recreation ground, but also to include the Market, Thoroughfare and Exchange Street.

- **Harleston & Waveney Valley 'All things Bowls Festival** – Inaugural event – (for information only)

Cllr Arbon explained that this will cover carpet bowls, curling, short mat and carpet. He will be talking to various organisations and bring his findings back to council in view to bringing more people into the town.

- **Programme of Recreation 'Music on the Rec' Summer 2019**

Cllr Arbon informed the committee that Diss has had a licence for a while and has held an event. Once the council has got their licence this is something that the committee can look into doing and suggested maybe have a classic/jazz music.

- **Redenhall & Harleston TC Walking Audits of current facilities** – discussion to schedule monthly walks for committee members - deferred to next meeting

- **Street Closures** – update

Review of trial of road closures for the Antique Fair has not been received, however the clerk read an update that had been received and the review will be dealt with the HF Environment committee which will probably be after the Christmas road closure. The clerk informed the committee that the road closures for Remembrance parade had been booked.

10. Matters arising

Cllr Brownsea raised his concerns that the signs used for the closure of Straight Lane (which had been closed for tree maintenance) still not been removed. The clerk informed the committee that the maintenance team had been asked to remove them and that the signs had been collected and were in the compound.

11. Councillors reports - None

12. Incoming correspondence – None except the Ukulele night would be free of charge.

13. To confirm the date of the next meeting: Tuesday 9th October 2018 at 6.30pm

Meeting closed at 9.29 pm

Signed

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