



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 Monday 18th December 2017

In Attendance: Councillors: Ian Broughton (Chairman), Adrian Brownsea, and Richard Joselyn

Also present: Lynda Ling (Clerk)

1. **Welcome** – Councillor Broughton welcomed everyone to the meeting.
2. **To receive and accept apologies from members unable to attend** – Apologies were received and accepted from Cllrs. Betts and Bickley.
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 14th November 2017** – Agreement proposed by Councillor Brownsea and seconded by Councillor Broughton
ALL AGREED
5. **Matters arising** – A brief discussion was held on items that may be needed to be added to the budget headings, including eye tests for staff and additions needed to comply with regulations for the use of VDU for those staff who are using laptops for protracted periods of time.
6. **Chairman's Report** – None
7. **To receive an update on items relating to the car parks and toilets and agree any action** – The clerk gave a brief update on where the car park lease was in the current process. A copy of the lease has been received which the clerk has forwarded on to councillors for their perusal before discussion at Wednesday evening's town council meeting. A copy has also been forwarded to Sprake & Kingsley for their information and comment. The clerk also informed members that Cllr. Marjoram and herself had met with officers from South Norfolk Council regarding the progression of taking over the lease on the old toilet block. Items discussed included the following:-
 - As some other parish and town councils were getting a revenue commuted sum coming with the toilets they were taking over, the clerk asked if the same could be considered for Harleston. SNC will look into this.
 - SNC confirmed that the capital sum was £60k

- It was confirmed that HTC wanted to upgrade the block and improve the design, and would share with SNC when this was agreed, SNC will wish to 'sign off' the project.
- SNC confirmed they would remove the new toilet block and leave the site as it was before the toilets were installed. HTC mentioned that there was a possibility of a discussion on the installation of electric car charging points – SNC agreed that they would be open to discussion with HTC on this.
- It was agreed that we would keep each other informed throughout the process – to ensure there are no misunderstandings.
- The options given by SNC include a 35 year lease, 99 year lease or freehold to the building and would start discussions at the next town council meeting. There will be reasonable limitations and 'claw back' on the leases to ensure SNC meet fiduciary and legal requirements in passing over property. The main requirement is that HTC provide toilets for public amenity usage. It was agreed that HTC will approach SNC when ready.
- SNC will make available asbestos report and historic designs.
- A site meeting should be arranged as soon as possible and Helen Sibley will get a set of keys cut for town council use so the building can be inspected.

8. To discuss any expenditure proposals from other committees and working groups – The clerk reported that the gym manager had submitted some suggestions for consideration for the budget.

9. To note the grant applications received in preparation for consideration of the 2018/19 budget – Nine applications have been received in total so far, and these were discussed at length. The applications this year have been submitted by the following:-

- Harleston Senior Section
- Harleston Information Plus
- Harleston's Future Events
- Harleston & District Historical Society
- Waveney Valley Community Archaeology Group
- Waveney Foodbank
- Exchange 2
- Harleston & Waveney Festival (accounts now received)
- Borderhoppa (new application)

The committee discussed these at length and made some informal suggestions as to whether funding could be granted by this council. It was agreed to formalise decisions at the January 2018 meeting, and the clerk will make enquiries for funding updates for one of the applications.

10. To consider the 2018/19 draft budget (including information on salary increases) and agree any action – The clerk informed members that information had been received from LGPAS that Council employees have been offered a two-year pay increase, starting next year. Employees whose salaries start at £19,430 per annum will receive an uplift of 2% as of next April, with a further 2% the following year.

Those on the lowest salaries will also receive increases, unions have suggested that these could be as high as 16% over the two years. The offer also includes the introduction of a new national pay spine on 1st April 2019.

The offer, made by the National Employers who negotiate pay on behalf of UK councils, will now be considered by the Unions. If the Unions agree to the proposal it will apply to Parish and Town Council staff on Model Contracts.

The gym manager had also put forward some proposals for pay increases for gym staff to bring them more in line with the leisure industry pay levels.

11. To consider a request from Harleston’s Future Events Team for the town council to pay the road closure costs (£460 + VAT) for the Christmas Lights switch on event and Christmas Market and any agreed action – It was suggested that the council would pay half of the cost and the Xmas Lights Group would pay the other half. Agreement proposed by Councillor Broughton and seconded by Councillor Joselyn.

12. Date and time of next meeting – the next meeting will take place on Monday 15th January 2018 at 6.30pm in the council offices.

Signed

Meeting closed at 17.50pm

Date.....