

SUDBURY TOWN COUNCIL

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN THE MAYOR'S PARLOUR,
TOWN HALL, SUDBURY ON TUESDAY 6TH MARCH 2018 AT 6:30PM**

PRESENT: Mr N Bennett – in the Chair

Mr S Hall
Mrs S Ayres
Mrs J Antill
Mr J Owen
Mr S Barrett

Mrs O Holtom – RFO

1. **SUBSTITUTES AND APOLOGIES**

**Apologies for absence were received from Mr L Cresswell.
Mrs S Page was also absent.**

2. **DECLARATIONS OF INTEREST**

Members were asked to declare any interests in the agenda items.

In accordance with the guidance from Babergh District Council's Standards Committee, Mrs S Ayres and Mr S Barrett declared a non-pecuniary interest that they are Babergh District Councillors. Mr Owen declared that he is a Suffolk County Councillor. Mr S Hall declared a non-pecuniary interest for the agenda item #11. Mr J Owen declared a non-pecuniary interest for the agenda item #12 and #15.

3. **DECLARATIONS OF GIFTS & HOSPITALITY**

No gifts or hospitality were declared.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the meeting held on 6th February 2018 be confirmed and signed as a correct record. These were circulated and adopted at the February Full Council meeting.

6. **QUOTE FROM MICHLMAYR FOR ST PETERS CHURCH CLOCK REPAIR**

Members considered a quote submitted from Michlmayr & Co Ltd for the repair of St Peters Church clock.

RESOLVED

That members approved under power of Parish Councils Act 1957 S2 the costs of repair services for the clock in the sum of £1634.40 excluding VAT.

7. QUOTE FROM JHB AMUSEMENTS TO HIRE BUNGEE TRAMPOLINES FOR PARTY IN THE PARK

Members discussed a quote from JHB Amusements for the hire of bungee trampolines for the 2018 Party in the Park.

RESOLVED

That members approved under power of LGA1972 S145 to hire bungee trampolines for the value of £600.00 excluding VAT.

8. QUOTE FROM JHB AMUSEMENTS TO HIRE MINI GOLF FOR PARTY IN THE PARK

Members discussed a quote from JHB Amusements for the hire of a mini golf for the 2018 Party in the Park.

RESOLVED

That members approved under power of LGA1972 S145 and on a condition of sufficient budget funds to hire a mini golf for the value of £541.99 excluding VAT.

9. QUOTE FROM 3IT FOR A LAPTOP

Members discussed a quote from 3IT for a laptop to be used by the STC personnel at council meetings.

RESOLVED

That members approved under power of LGA1972 S145 to acquire a laptop for the value of £555.00 excluding VAT.

10. QUOTES FROM ERNEST DOE FOR ELIET CHIPPER AND BILLY GOAT

Members discussed quotes from Ernest Doe for an Eliet chipper and a Billy goat to be used by community and street wardens as well as at the cemetery and the market. There are funds available from the Rolling Capital Fund to finance these expenses.

RECOMMENDED

That members recommended for the full council to approve under power of Open Spaces Act 1906 ss9,10,15 an acquisition of an Eliet chipper for the value of £7,299.00 excluding VAT.

RESOLVED

That members approved under power of Open Spaces Act 1906 ss9,10,15, Food Act 1984 S50 and Litter Act 1983 S6 to acquire a Billy goat for the value of £1152.00 excluding VAT.

11. QUOTES FOR REDECORATION OF STC OFFICES

Members discussed 5 quotes submitted for the redecoration services.

RECOMMENDED

That members recommended for the full council to approve under power of LGA 1972 S144 a quote for the redecoration from DJ Mumford decorating services in the total of £7,650.00 excluding VAT.

11. QUOTES FOR REPAIRS OF STC TOILETS

Members discussed quotes submitted for the repair services of the STC toilets.

RECOMMENDED

That members recommended for the full council to approve under power of LGA 1972 S144 a quote for the repair from K Brewster Plumbing & Heating in the total of £6,977.00 excluding VAT.

13. QUOTES FROM ZURICH FOR INSURANCE COVER

Members discussed quotes submitted by Zurich for the insurance cover for the year starting 1st April 2018.

RECOMMENDED

That members recommended for the full council to approve under power of LGA 1972 S145 a quote for the insurance cover in the total of £5,200.06.

14. QUOTE FOR SUDBURY PROMOTIONAL VIDEO

Members discussed a quote submitted by Oli Cutmore Media for the Sudbury Town promotional video.

RESOLVED

That members approved under power of LGA 1972 S145 the costs of the Sudbury Town promotional video in the sum up to £934.00 excluding VAT.

RECOMMENDED

That members recommended for the full council to re-allocate the 2017/2018 budget in the sum of £1,300 from the cost centre #204 "Street Fair" to the cost centre #205 "Council Public Events".

15. TRANSFER OF ASSETS AND RESOURCES FOR THE DELPHI CENTRE

Councillor J Owen reported financial results for the Delphi Centre User Group and submitted a grant application from the Group for the consideration of Members.

RESOLVED

That members approved under General Power of Competence a grant in the sum of £3,027.27 to finance the bar stock provision.

16. QUOTES FOR DPO SERVICES

Members discussed quotes submitted by SALC and Local Council Public Advisory Services for the provision of Data Protection Officer services in accordance with the new Data Protection Act.

RESOLVED

That members approved under power of LGA 1972 S145 the Service agreement with Local Council Public Advisory Services for the provision of DPO services in the sum of £500.00 per annum excluding VAT.

17. INVOICE FROM LCPAS FOR ANNUAL SUBSCRIPTIONS

Members discussed an invoice submitted by Local Council Public Advisory Services for the resubscription of advice services for the period from 13th March 2018 to 12th March 2019.

RESOLVED

That members approved under power of LGA 1972 S145 the resubscription of services from Local Council Public Advisory Services in the sum of £200.00 per annum excluding VAT.

18. SERVICE LEVEL AGREEMENT FOR THE ADVICE CENTRE

Members discussed a draft Service Level agreement for the Advice Centre submitted by Babergh District Council.

RESOLVED

That members agreed that further negotiation required in regard of the terms for PO submissions by BDC, extension of notice period up to 6 months and the terms for the redundancy provision.

19. SERVICE LEVEL AGREEMENT FOR THE TOURIST INFORMATION CENTRE

Members discussed a draft Service Level agreement for the Tourist Information Centre submitted by Babergh District Council.

RESOLVED

That members agreed that further negotiation required in regard of the terms for PO submissions by BDC, extension of notice period up to 6 months and the terms for the redundancy provision.

20. APPROVAL OF BANK PAYMENTS

The list of payments in excess of £500 for January 2018 was presented to Members for their approval (copy of report shown at minute page 118)

RESOLVED

That members approve all listed payments over £500.

21. REVIEW OF INCOME AND EXPENDITURE REPORTS

Members discussed income and expenditure reports for the period ended 31st January 2018 shown at minute pages 119-132.

RESOLVED

That the Income and Expenditure reports to be noted.

22. UPDATE ON FINANCIAL MATTERS BY RFO

22.1 Balance Sheet items at 31st January 2018 (copy of report shown at minute pages 133-134).

RESOLVED

That the balance sheet items to be noted.

- 22.2 Reported that the community mini bus was sold in January 2018 for the amount of £500 including VAT. The balance of deferred income for ex Youth hub is in the sum of £1582.08 as at 31st January 2018. These funds are not going to be used anymore to fund the community bus.

RESOLVED

That the balance of deferred income for ex Youth hub to be transferred to an EMR designated for recreation purposes at Mill Acre area.

The business of the meeting concluded at 8:35pm.

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Chairman