

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD IN THE MAYOR'S PARLOUR,  
TOWN HALL, SUDBURY ON Tuesday 5<sup>th</sup> February 2019 AT 6:30PM**

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PRESENT: Mr N Bennett – in the Chair

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

Mrs O Holtom – RFO  
Miss Nicola Whittle – Finance Assistant  
Oliver Forder – Chairman of St Peters  
Allison Burke – Development Officer

1. **SUBSTITUTES AND APOLOGIES**

**Mr L Cresswell was absent, no apologies were received.**

2. **DECLARATIONS OF INTEREST**

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

**Mr S Barrett, Mr S Hall and Mrs S Ayres declared a non-pecuniary interest for the agenda item 6.**

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 2<sup>nd</sup> January 2019 be confirmed and signed as the correct record. These were circulated and adopted at the January Full Council meeting.**

6. **FRIENDS OF ST PETER'S GRANT AID PRESENTATION**

Members received a presentation from Oliver Forder, Chairman of St Peter's who was accompanied by Allison Burke, St Peter's Development Manager. The presentation outlined the regeneration of the medieval Grade 1 Church of St Peter's which is no longer used as a regular place of worship.

**RECOMMENDED**

**Oliver Forder and Allison Burke were thanked for their presentation and were advised that their Grant Aid Application would be considered in April 2019 at the Finance meeting along with other Grant Aid applications received for 2019/2020.**

7. QUOTATION FROM TIMBERSCAPE FOR TREE WORKS AT THE REAR OF ST PETER'S

Members discussed a quote previously submitted from Timberscape for £550, with funding received from Mr J Sayers £200, Sudbury in Bloom £100, Friends of St Peter's £100. The invoice actually received is for £700 (No Vat) due to complications in completing the job.

**RESOLVED**

**That members approved under power of LGA1972 S215 to pay the submitted the invoice in the sum of £700 and advised that Timberscape should have informed the Council in advance about the increase in their quotation.**

8. QUOTATION FROM INDIGO ROSS FOR A BOOKLET FOR SUDBURY ON SHOW

Members discussed a quotation from Indigo Ross for the printing of 1000 booklets containing sixteen pages for Sudbury on Show at a cost of £811. Members were advised that only £200 were budgeted for this event however there are overall budget savings for the cost centre "Council Public Events".

**RESOLVED**

**That members approved under power of LGA1972 S215 the cost of printing 1000 Booklets by Indigo Ross in the sum of £811 net of VAT.**

9. COURT LITIGATION PROCESS WITH PHS

Members were advised of the costs involved in travelling to Cardiff Civil Justice Centre for the court hearing listed on 24<sup>th</sup> April 2019. However there is a free of charge Mediation service available to provide us with an opportunity to resolve this legal dispute over the claim of £2,261.34 without attending a court hearing. The mediation could be appointed very quickly, conducted over the phone and favourably considered by District Judges if the matters would still result in a court hearing.

**RECOMMEND**

**That Members agreed that previously appointed representatives to defend the interest of the Town Council in the court Councillor J Antill, Councillor S Barrett and RFO O Holtom will now participate in a mediation process. Members agreed to provide a flexibility to negotiate up to an amount not exceeding double the authorisation limit for the Town Clerk in conjunction with Chairman of a committee.**

10. APPROVAL OF BANK PAYMENTS

The list of payments in excess of £500 for December 2018 was presented to members for their approval (copy of the report shown at minute page 43).

**RESOLVED**

**That members approve all listed payments over £500.**

11. REVIEW OF INCOME AND EXPENDITURE REPORTS

Members discussed draft income and expenditure reports for the period ending 31st December 2018 shown at minute pages 44 to 58.

**RESOLVED**

**That the Income and Expenditure reports to be noted.**

12. UPDATE ON FINANCIAL MATTERS BY RFO

12.1 Balance Sheet items at 31<sup>st</sup> December 2018 (copy of report shown at minute page 59).

**RESOLVED**

**That the balance sheet items to be noted.**

The business of the meeting concluded at 7.30pm.

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Chairman