

## WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **FINANCE AND STAFFING COMMITTEE** of the **TOWN COUNCIL** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 18 JUNE 2019 at 7.15 p.m.**

### **Councillors:**

Present: S Bale, S Evans, P Gillard, G Holdcroft, E O’Nolan, S Rawlings, A Semmens, M Sylvester, S Thompson and M Walsh

Apologies: S Rawlings

In Attendance: Town Clerk and one member of the public

129. **MEMBERS AND OFFICERS WERE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY OR LOCAL NON-PECUNIARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THE AGENDA AND WERE ALSO REMINDED TO MAKE ANY DECLARATIONS AT ANY STAGE DURING THE MEETING IF IT BECOMES APPARENT THAT THIS MAY BE REQUIRED WHEN A PARTICULAR ITEM OR ISSUE IS CONSIDERED, AND TO DEAL WITH DISPENSATIONS AS REQUESTED BY INDIVIDUAL COUNCILLORS IN LINE WITH S33 OF THE LOCALISM ACT 2011**

There were none

130. **COUNCILLORS WITH A PECUNIARY INTEREST IN AN ITEM ON THIS AGENDA, WHO WISH TO REMAIN, SPEAK AND/OR VOTE DURING CONSIDERATION OF THAT ITEM, MAY APPLY FOR A DISPENSATION BY WRITING TO THE TOWN CLERK PRIOR TO THE MEETING. APPLICATIONS MAY ALSO BE CONSIDERED AT THE MEETING ITSELF SHOULD THE NATURE OF THE INTEREST BECOME APPARENT TO A COUNCILLOR AT THE TIME OF THE MEETING.**

There were none.

131. **PUBLIC QUESTION TIME**

There were none

132. **CONFIRMATION OF THE MINUTES OF THE FINANCE AND STAFFING COMMITTEE OF 21 MAY 2019**

The minutes of the Finance and Staffing Committee of 21 May 2019 were confirmed as a true record and were duly signed.

133. **TOWN CLERK’S REPORT**

The Town Clerk reported that the HSBC and Ipswich Building Society mandates had been completed (Minutes 49 and 50) and that (Minute 51) the VAT audit and training was to take place on 25 June 2019.

134. **WHISSTOCKS GENERAL MATTERS**

The Town Clerk reported that a bill for £464.79 had been received for the period 10 February to 1 April 2018 in respect of electricity usage at the Longshed. Investigation with Eon had proved that they did not have actual readings and had used WRTs usage from the current period to make an estimate.

WTC had not taken possession of the building until the end of February 2018. Eon had stated that it was for WTC to prove they had not used the electricity. The Town Clerk would continue to fight this.

The Licence to Access for WRT remained outstanding after a year and a bill remained outstanding after six months. It was agreed that Councillors Bale, O’Nolan and Sylvester and the Town Clerk should arrange a meeting with WRT to discuss this position.

135. **QUOTATION FOR THE INSTALLATION OF A FIRE ALARM SYSTEM IN THE WOODBRIDGE ART CLUB**

A quotation from Bower Fuller, the Council’s electrical contractor, for the installation of a fire alarm system in the Woodbridge Art Club was discussed.

<p><b>It was resolved to recommend</b> to the Town Council that the quotation from Bower Fuller to install a Fire Alarm System in the Woodbridge Art Club at a cost of £4,527.79.</p>
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136. **DISCUSSION OF A MAXIMUM EXPENDITURE LIMIT FOR PRO-FORMA INVOICES IN RELATION TO THE FINANCIAL REGULATIONS 2019**

**It was resolved** to set a maximum limit for expenditure on a pro-forma invoice of £1,000.

137. **CHAIRMAN’S REPORT**

The Chairman supported the idea of a meeting with WRT.

138. **CLOSURE**

The date of the next meeting was set for 23 July 2019.

Councillor Sue Bale  
Chairman