

## WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **FINANCE COMMITTEE** of the **TOWN COUNCIL** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 22 OCTOBER 2019 at 7.00pm**

### Councillors:

Present: S Bale (Chairman), G Holdcroft, P Gillard, E O’Nolan, M Sutton, S Thompson

Apologies: S Rawlings, M Sylvester, C Walsh.

In Attendance: Deputy Town Clerk and no members of the public

### Action

- 435 **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**

Councillor Holdcroft declared a local non-pecuniary interest in Item 444 as he was Chairman of the Woodbridge Regatta Association, who insure through the same company via the Town Council.

Councillor Sutton declared a local non-pecuniary interest in Item 44 as he was a Director of the Woodbridge Riverside Trust.

- 436 **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.

- 437 **PUBLIC QUESTION TIME**

There were none.

- 438 **CONFIRMATION OF THE MINUTES OF THE FINANCE AND STAFFING COMMITTEE 17 SEPTEMBER 2019**

**It was resolved** that the minutes of the Finance and Staffing Committee of 17 September 2019 be confirmed as a true record and were duly signed.

439 **TOWN CLERK'S REPORT**

The Deputy Town Clerk reported that the Town Clerk had sent the correspondence required at items 347 and 349.

440 **SECOND DRAFT BUDGET 2020/21**

The Chairman spoke to the second draft of the budget and the following 'New Project' lines were removed;

- Pontoon at Whisstocks (£10,000)
- Zip Wire at Fen Meadow (£11,000)
- PCSO (£17,500)

The following lines were adjusted;

- Community Event (Previously Skating rink hire) - £6000 to £5000
- Renovation of the Fen Meadow cycle track - £10000 - £5000
- VE Day Celebrations - £0 - £2500

The Deputy Town Clerk was asked to seek quotations for Portaloo hire and will circulate the quotations received for the cleaning of the Queen Victoria statue.

*Deputy  
Town  
Clerk*

The Deputy Town Clerk was asked to investigate where in the current budget the Art Club Fire Alarm expenditure is located.

*Deputy  
Town  
Clerk*

**It was resolved** to schedule an additional meeting of the Finance Committee on Tuesday 12<sup>th</sup> November at 4pm (replacing the Youth Forum), to focus solely on the third draft of the budget.

441 **TO RECEIVE AND REVIEW QUARTER 2 INCOME AND EXPENDITURE REPORT**

The Deputy Town Clerk spoke to the Quarterly Income and Expenditure Report. This was noted.

442 **TO RECEIVE AND REVIEW REQUEST FROM AMENITIES COMMITTEE TO PROVIDE ADDITIONAL FUNDING TO EXTEND OPENING HOURS OF TOILETS TO SEVEN DAYS A WEEK AND 52 WEEKS A YEAR**

The Chairman of the Amenities Committee explained that the decision had been taken to open the Theatre Street and Elmhurst Park toilets all year round, rather than for six months, which will see a budget deficit for toilet cleaning and maintenance.

**IT WAS RESOLVED TO RECOMMEND** to Town Council to vire the £2000 in the current budget line 4525 Shire Hall (SH) chairs to 4125 Toilets – Cleaning, maintenance.

Proposed – M Sutton, Seconded – E O’Nolan. All in favour.

It was also **resolved** that the Deputy Town Clerk will investigate potential further sources of funding with the 2019/20 budget.

*Deputy  
Town  
Clerk*

443 **TO RECEIVE AND DISCUSS MOVE TO CHARGE HALF RENT TO MARKET TRADERS BETWEEN DECEMBER AND MARCH INCLUSIVE**

The Deputy Town Clerk briefed the committee on the current state of the market, explaining that upon discussion with other Town Councils it was commonplace to offer to market traders reduced rents during the winter months to enthuse traders to continue trading.

**IT WAS RESOLVED TO RECOMMEND** to Town Council to offer half rents to market traders between December – March inclusive.

Proposed – E O’Nolan, Seconded – S Bale. All in favour.

444 **TO REVIEW AND ACCEPT INSURANCE COSTS FOR THE NEXT THREE YEARS**

It was **resolved to accept** the Insurance Renewal Proposal from Zurich Municipal of £13,277.59 to provide insurance for Woodbridge Town Council for one year commencing November 1<sup>st</sup> 2019.

It was also **resolved** that Town Council officers seek quotations from two further companies and report back to the Finance Committee prior the summer recess 2020.

*Town  
Clerk*

445 **TO RECEIVE, DISCUSS AND APPROVE INSTALLATION OF OMEGA RIALTUS PUCHASE ORDER PROCESSING**

It was **resolved to accept** the quotation from Rialtus (11.10.19) to provide Purchase Order Processing Software as detailed below. This expenditure will be added to the line 4910 – Audit & Accountancy Charges in the 2020/2021 budget.

- Purchase Order Processing Module - £295
- Online set up/training of software - £100
- 1st Year Annual Support and Maintenance Multi 5 User Licence - £141

Total Costs 1st Year for Outright Purchase of Software - £536

446 **TO RECEIVE AND APPROVE 2020/2021 RIALTUS FEES AND CONSULTANCY AND SERVICE FEES, AND 2019-2020 YEAR END ACCOUNTANCY CLOSEDOWN FEES**

It was **resolved to accept** the quotation from Rialtus (07.10.19) for consultancy fees and year end close down for 2020/21 as detailed below. This expenditure will be added to the line 4910 – Audit & Accountancy Charges in the 2020/2021 budget

- Omega CashBook /ManAccs/ Annual Budgets - £387

- Omega Making Tax Digital VAT Submission (Per Company) - £59
- Sales Ledger - £143
- Purchase Ledge - £143
- Year End Closedown and Annual Return Preparation £560 + expenses.

It was noted that further expenditure of £1000 would be required for the External audit undertaken by PKJ Littlejohn.

447 **CHAIRMAN'S URGENT BUSINESS**

There were none.

448 **CLOSURE**

The date of the next meeting was set for Tuesday 12 November 2019 at 4pm.

Councillor Sue Bale  
Chairman