

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, 23 JULY 2019 at 7.00 p.m.**

Councillors:

Present: S Bale, P Gillard, E O’Nolan, S Rawlings, M Sylvester, M Walsh

Apologies: S Evans, G Holdcroft

Absent without
Apologies: A Semmens, S Thompson

In Attendance: Town Clerk and no members of the public

Action/
Date

228. **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.

229. **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.

230. **PUBLIC QUESTION TIME**

There were none.

231. **CONFIRMATION OF THE MINUTES OF THE FINANCE AND STAFFING COMMITTEE 18 JUNE 2019**

Cllr Thompson arrived.

The minutes of the Finance and Staffing Committee of 18 June 2019 were confirmed as a true record and were duly signed.

232. **TOWN CLERK'S REPORT**

The Town Clerk that at Minute 134, the electricity bill to the Town Council for the Longshed for £464.79 had been negotiated down to £42 and had been paid. She went on to say that a Meeting with WRT had been held and the outstanding bill for insurance had been paid. A 'waterfall' call out for a key to the bollards at Whisstocks for use in an emergency had been sent to the solicitor for inclusion in the License to Access and it was hoped that this would be signed off.

The Town Clerk reported that Councillor Semmens had tendered his resignation from the Finance and Staffing Committee. This was to be added to the next Town Council agenda (September 2019).

233. **TO RECEIVE UPDATE ON WHISSTOCKS**

This had been given above.

234. **TO RECEIVE AND CONSIDER STATEMENT OF RENTAL CHARGES FOR 2019/20**

The Statement of Rental Charges was discussed. The Town Clerk said that small adjustments had been made the previous year and she urged the Committee not to make further changes that year. She did say that market rents had not been included previously and suggested that they be included at the current rate of £1.30 per foot per day.

IT WAS RESOLVED to accept the Statement of Rental Charges and to include the market rent at £1.30 per foot per day.

Town Clerk

235. **TO RECEIVE QUARTERLEY INCOME AND EXPENDITURE REPORT**

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

236. **TO RECEIVE FIRST QUARTER INTERNAL AUDIT REPORT AND INTERNAL AUDIT ACTION PLAN 2019/20**

The Town Clerk spoke to the First Quarter Internal Audit Report and the Internal Audit Action Plan. These were **noted**.

IT WAS RESOLVED to change charges for allotments from year in arrears to year in advance.

237. **TO REAPPROVE ARRANGEMENTS FOR PAYMENT USING BACS/CHAPS**

IT WAS RESOLVED to reapprove the arrangements for making payments by BACS/CHAPS

238. **TO RECEIVE AND DISCUSS PURCHASING LARGE SCREEN TELEVISION AND ASSOCIATED EQUIPMENT TO ALLOW FLEXIBILITY OF USE IN THE COUNCIL CHAMBER**

This was discussed. The Town Clerk was asked to make investigations into the possibility of getting an improved scree, new projector, whether it was possible to ceiling mount a projector and get a lap top.

Town Clerk

It was agreed in principle and was to be taken to Town Council in September.

Town Clerk

239. **TO RECEIVE AND DISCUSS REQUEST TO UPGRADE COMPUTER SYSTEM USED BY WOODBRIDGE TOWN COUNCIL**

After much discussion, **IT WAS RESOLVED** to proceed with the quotation for new computer equipment from React for £3,772 to replace computer equipment.

Town Clerk

The Town Clerk was asked to investigate the contract with React and to speak with Marc Fowler about his services.

Town Clerk

240. **UPDATE ON REQUEST TO MELTON PARISH COUNCIL TO CO-FUND ZEBRA CROSSING ON BURKITT ROAD**

The Town Clerk updated the Committee on the request to Melton Parish Council to co-fund a zebra crossing on Burkitt Road, by saying their Planning and Transport Committee had agreed to a funding to 15%.

241. **CLOSURE**

The date of the next meeting was set for 17 September 2019.

Councillor Sue Bale
Chairman