

WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **FINANCE AND STAFFING COMMITTEE** held in the Shire Hall, Market Hill, Woodbridge, on **TUESDAY 7th MARCH 2017 at 7.00p.m.**

Councillors:

Present: S Attwell, M Dale, P Gillard, V Harrup, P Mulcahy, M Sylvester and K Yule

Apologies: Lady C Blois and J Sayles

In Attendance: Councillor Falconer, Councillor Perkins and the Town Clerk

Before the meeting commenced Councillor Sylvester wished to re-order the agenda bringing the two confidential items to the start of the meeting as he had to leave before the meeting ended. All Councillors agreed to this.

494. **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 Attwell declared a non-pecuniary interest in item 501 as Chairman of the Bowls Club.

Councillor Mulcahy declared a non-pecuniary interest in item 504 as a member of Suffolk Coastal District Council.

495. **CONFIRMATION OF MINUTES OF THE MEETING HELD ON 10th JANUARY 2017**

IT WAS RESOLVED that the Minutes of the meeting held on 10th January 2017 be confirmed and signed as a true record.

496. **MATTERS ARISING**

None.

497. **PURSUANT TO SECTION 1, SUBSECTION 2 OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960, THE PRESS AND PUBLIC ARE EXCLUDED FROM PROCEEDINGS ON THIS MATTER AS THEIR PRESENCE IS PREJUDICIAL TO THE PUBLIC INTEREST**

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Councillor Sylvester left the meeting at 20.30 and Councillor Harrup took the Chair for the remainder of the meeting.

499. **TO NOTE ESTIMATE FROM THE TOWN CLERK FOR 2 X ZIP HEATERS FOR THE SHIRE HALL**

Councillors discussed the quote from Bower Fuller in the sum of £1,271.46 +VAT for the supply/installation of 2 x water heaters and **IT WAS RESOLVED** that an order be placed for this work.

500. **CONSIDERATION OF APPLICATION TO HIRE MARKET SQUARE BY THE WILD STRAWBERRY CAFE**

Councillors felt this should not be on an exclusive basis but **DEFERRED** this to the next meeting.

501. **IT WAS RECOMMENDED TO THE FINANCE AND STAFFING COMMITTEE FROM THE AMENITIES COMMITTEE THAT AS A GESTURE OF GOODWILL A CONTRIBUTION BE GIVEN TO THE BOWLS CLUB ONCE QUOTES FOR REPAIR HAVE BEEN OBTAINED FROM THE BOWLS CLUB**

This matter was **DEFERRED** until quotes had been received from the Bowls Club.

502. **CONSIDERATION OF INTERNAL AUDITORS REPORT FOR TWO QUARTERS ENDING 30TH DECEMBER 2016**

DEFERRED to the next meeting.

503. **CONSIDERATION OF REPORT FROM THE TOWN CLERK REGARDING THE RECENT FIXED WIRING INSPECTIONS IN LINE WITH BS 767**

Councillors considered the Health and Safety report from the Town Clerk. Item 1 fixed wiring inspections made in line with BS 7671. Councillors noted the unsatisfactory reports made by the Inspector and the costs for the remedial works to make each building satisfactory and **IT WAS RESOLVED** that these works be carried out and the costs of the report and the remedial works be recharged to each tenant of each building (where possible).

Remedial Works required under BS7671:

- Community Hall £1,742.76 + VAT (recharge)
- Shire Hall £2,308.18 + VAT (recharge 1st floor works)
- The Art Club £1,515.71 + VAT (recharge)
- Kingston Pavilion £139.60 + VAT (recharge)
- Theatre Street PCs £216.73
- Elmhurst Park Office/Workstore £236.91 + VAT
- Bandstand £2,500 + VAT

In the meantime the Deputy Town Clerk would arrange the fixed wiring inspection of the Tide Mill.

As part of the Town Clerks report item 2, the emergency lighting/exit signage inspection carried out in line with BS5266 and **IT WAS RESOLVED** that these works be carried out and the costs of the report and the remedial works be recharged to each tenant of each building.

Kingston pavilion £2,441.06 +VAT (recharge)

Shire Hall £3,979.16 (recharge 1st floor works)

Finally as part of the Town Clerks report item 3, Councillors noted the Deputy Town Clerk would be obtaining quotes for remedial works following on from the Legionella Risk Assessments carried out and would write a report for consideration by Councillors. Councillors also noted the comment about the plumbing works carried out by the tenant of Kingston Pavilion.

Councillor Mulcahy left the meeting at 21.00pm

504. **CONSIDERATION OF LICENCE REGARDING THE DRUMMER BOY**

Councillor Dale reported to Councillors his suggested wording of the Legal Agreement which had been circulated to Councillors. Councillors thanked him for the work that he had done on the document and suggested it be sent to Suffolk Coastal District Council for their response.

505. **REQUEST FROM COUNCILLOR YULE TO DISCUSS THE AGREEMENT THE TOWN COUNCIL HAS WITH THE TIDE MILL TRUST WITH A VIEW TO SETTING OUT TOWN COUNCIL REQUIREMENTS**

This item was **DEFERRED** to the next meeting.

506. **RECOMMENDATION FROM THE STANDING ORDER SUB-COMMITTEE TO CONSIDER AND AGREE UPON SPENDING LIMITS FOR THE FOUR COMMITTEES AND CONSIDER HOW THIS WILL AFFECT THE BUDGET 2017/2018 WHICH HAS BEEN AGREED BY THE TOWN COUNCIL**

This item was **DEFERRED** to the next meeting.

507. **ANY OTHER MATTERS OF REPORT AT THE DISCRETION OF THE CHAIRMAN**

- a. Councillor Yule reported regarding Just 42, the sum of money that Councillor Page had was £7,000 and she had started proceedings to transfer to Woodbridge Town Council and she asked how this would be dealt with. The Town Clerk suggested the matter be included on the agenda for the Town Council meeting but the funds could go into the Earmarked Reserves and just listed on the document which would be updated once the monies had been paid out. **AGREED.**

Councillor Harrup
Deputy Chairman