



# Halesworth Town Council

Town Clerk: David Lines  
E: [clerk@halesworthtowncouncil.gov.uk](mailto:clerk@halesworthtowncouncil.gov.uk)  
P: 01986 874517

Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 28<sup>th</sup> April 2025 at 18.30** in the **COMMITTEE ROOM**, The Old Courthouse, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

23<sup>rd</sup> April 2025

Members of the Public and the Press are welcome to attend the meeting.

---

## FINANCE & GOVERNANCE COMMITTEE AGENDA – 28<sup>th</sup> April 2025

1. **Welcome by the Chair and formal notice about recording of the meeting (if applicable).**
2. **To RECEIVE apologies for absence and declarations of interest, and**  
To RECEIVE delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests as required.  
**Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.**
3. **Minutes of the last meeting**  
To **APPROVE** the minutes of the meeting of the Committee held on **17<sup>th</sup> March** (previously circulated) as a true and accurate record.
4. **Clerk's Report**
  - a. To **RECEIVE** the **Clerk's Report** as an update and instruction on matters outstanding from previous meetings.
  - b. To **DISCUSS** further steps to accelerate the ESC Asset Transfer
  - c. To **CONSIDER** the proposed Committee structure / mechanisms to recommend adoption at the Council AGM
  - d. To **DISCUSS** a new approach to core Civic Services.
5. **RFO Reports (to follow)**
  - a. To **RECEIVE** the monthly report of income and expenditure against the budget and a full bank reconciliation.
  - b. To **REVIEW** CIL & Reserve balances.
  - c. To **REVIEW** budget lines and **CONSIDER** any virements to regularise the current budget.
  - d. To **AUTHORISE** large ticket invoices for payment following the meeting. *List and invoices sent separately.*
  - e. To **NOTE** the Bank Transfer Report (movement of funds from one account to another – Fin. Reg. 6.9 iv)

**Date of next meeting – 16<sup>th</sup> June 2025**

## Item 3



# Halesworth Town Council

Town Clerk: David Lines  
E: clerk@halesworthtowncouncil.gov.uk  
P: 01986 874517

## FINANCE & GOVERNANCE COMMITTEE MEETING

MONDAY 17<sup>th</sup> March 2025

25.03.01

**Present:** Councillors Greenberg (Chair), Dunning, Maughan and Moseley, and the Town Clerk.

1. **Welcome.** In the absence of the Committee Chair, **Cllr Greenburg** was elected as Chair to the meeting and welcomed everyone, advising that there would be no recording of the meeting. **Cllr. Maughan** was attending as a substitute member for Cllr. Fosdike (Standing Order 4d-v).
2. **Apologies for absence** - received from **Cllrs Cackett** (personal) & **Fosdike** (work) and **APPROVED**.  
**Declarations of Interest** – Cllr **Dunning** (Item 6b – SCC Councillor ORI).  
**DOI dispensation requests** – Cllr. **Dunning** (Item 6b) Submitted and **APPROVED** under Standing Order 13d – 13g.
3. **Minutes of the last meeting**  
**APPROVED** - the minutes of the meeting held on **Monday 17<sup>th</sup> February 2025** as a true and accurate record.
4. **Clerk's Report**
  - a. **Noted** - the **Clerk's Report**  
**Asset Transfer** – draft notes circulated of recent meeting with ESC Estates Manager, to be updated. The Clerk was authorised to write to ESC's CEO to discuss the concept of an over-arching contract and/or binding Heads of Terms to accelerate the wholesale transfer of the ESC assets, mitigating the timetable drag arising from a slower legal process.
  - b. **AGREED** - the outsourcing of HR and H&S policy management and training (proposals discussed under Item 8).
  - c. **APPROVED** - the SALC letter of Engagement for the 2025 Internal Audit (scheduled for May 15<sup>th</sup> 2025)
5. **RFO Reports** (to follow)
  - a. **RECEIVED** - the monthly report of income and expenditure. A full bank reconciliation was verified by **Cllr. Maughan**.
  - b. **REVIEWED** - CIL & Reserve balances.
  - c. To **REVIEW** budget lines and **CONSIDER** any virements - **NONE**.
  - d. To **AUTHORISE** large ticket invoices for payment – **NONE**. Cllr. Moseley to provide second authorisation of smaller items
  - e. **NOTED** - the Bank Transfer Report (movement of funds from one account to another – Fin. Reg. 6.9 iv)
6. **Referrals from Full Council**
  - a. **ACCEPTED** - the Review of Internal Controls and Audit and the recommendations on page 15 of the report were noted for further appropriate action (*report for next meeting*). A draft Risk Assessment and Internal Control Statement was provided for review.
  - b. It was **AGREED** that the Clerk should write a formal response the next day (to the SCC Leader and the responsible Cabinet member) about SCC's proposal to take the Suffolk Library Service in-house, expressing its disquiet and the reasons behind that concern.
7. **Exclusion of Public & Press** In accordance with The Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information) in the remainder of this agenda could be discussed and decided – **Staff contract / Policy Management**
8. **Staff contract** – it was **AGREED** to recommend to the Full Council that the Town Clerk's contract is extended to 31<sup>st</sup> March 2027 under its current terms and conditions, but reverting to 22 ½ hours a week.  
**HR and H&S Policy Management** – After evaluating three competitive proposals, it was **RESOLVED** that the contract should be awarded to Avensure for a period of five years.

**Date of next meeting – 28<sup>th</sup> April 2025**

**Item 4a**

**CLERK’S REPORT**  
**ACTION POINTS ONGOING / ARISING FROM PREVIOUS MEETINGS**

Meeting Minute (year/month/page/item)	ACTION	WHO	TO BE DONE BY
24.07.02.9	ESC Asset Transfer – bridge underpinning cost estimate sent to ESC to obtain Cabinet approval for expenditure or funds transfer to HTC. Town Clerk met with ESC Estates Management 4/3/25  High-level meeting with ESC Leader/CEO deferred  Meeting with Mike Brown MRICS ESC Property Management Lead w/c 28th April	ESC  Chair/ Clerk  Clerk	Late summer  ?
24.11.01.4c	Opening of alternative bank accounts	Clerk	Ongoing

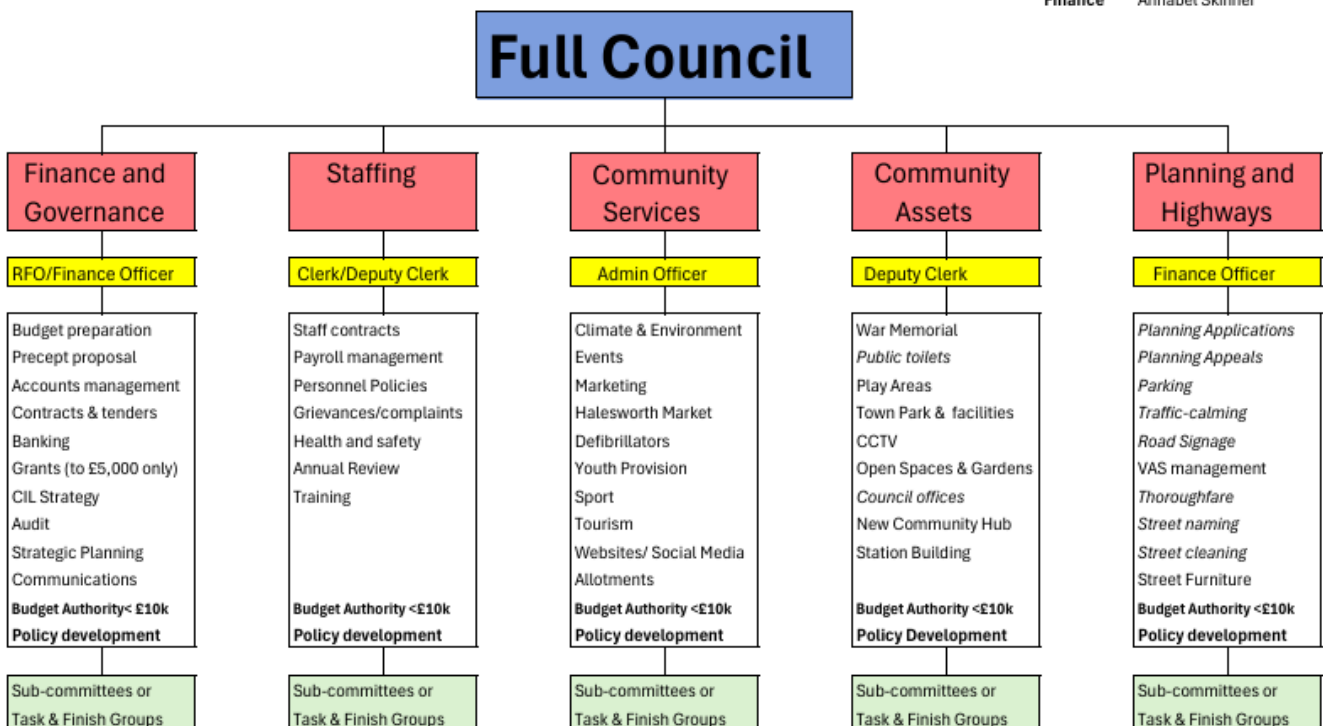
**Item 4c)**

**HALESWORTH TOWN COUNCIL**

**Committee Structure 2025**

*N.B. Advisory/lobbying role*

Clerk/RFO David Lines  
 Deputy Philippa Welby  
 Admin. Jenny Jenkins  
 Finance Annabel Skinner



**Meeting frequency**

February, March, April  
 June, August, October,  
 November, December

January  
 July  
 September

Alternate months

Alternate months

Planning ad-hoc  
 Highways Every quarter

Item 5a—next 5 pages

Bank Reconciliation at 24/04/2025			
	Cash in Hand 01/04/2025		351,178.88 (1)
	<b>ADD</b> Receipts 01/04/2025 - 24/04/2025		2,511.42 (2)
			353,690.30
	<b>SUBTRACT</b> Payments 01/04/2025 - 24/04/2025		32,907.50 (2)
<b>A</b>	<b>Cash in Hand 24/04/2025</b> (per Cash Book)		320,782.80
	Cash in hand per Bank Statements		
	Petty Cash 23/04/2025	5.95	
	1 Unity Trust Current 23/04/2025	16,531.44	
	2 Barclays Current 23/04/2025	120,020.37	
	3 Barclays Savings 23/04/2025	95,427.83	
	4 Barclays Community 23/04/2025	5,457.03	
	6 Soldo Prepaid Account (CLOSED) 23/04/2025	0.00	
	5 Unity Trust Savings 23/04/2025	95,208.11	
	Lloyds Payment card 23/04/2025	0.00	
			332,650.73 (3)
	Less unrepresented payments		11,867.93 (4)
			320,782.80
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		320,782.80
	<b>A = B Checks out OK</b>		

**Halesworth Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

24 April 2025 (2025-2026)

**A - General Income**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept							(N/A)
2 Other income							(N/A)
525 Interest income							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

**B - C.I. Levy Income**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Community Infrastructure Levy (							(N/A)
<b>SUB TOTAL</b>							<b>(N/A)</b>

**D - Grants & Donations**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60 Grants					3,000.00	-3,000.00	-3,000.00 (N/A)
533 Donations							(N/A)
<b>SUB TOTAL</b>					<b>3,000.00</b>	<b>-3,000.00</b>	<b>-3,000.00 (N/A)</b>

**E - Admin/Personnel**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24 Training					95.00	-95.00	-95.00 (N/A)
30 Salaries, PAYE & NI		526.07	526.07		12,821.97	-12,821.97	-12,295.90 (N/A)
31 Pension Costs					2,174.11	-2,174.11	-2,174.11 (N/A)
32 Payroll Services					138.00	-138.00	-138.00 (N/A)
552 HR Support EMR					274.46	-274.46	-274.46 (N/A)
<b>SUB TOTAL</b>		<b>526.07</b>	<b>526.07</b>		<b>15,503.54</b>	<b>-15,503.54</b>	<b>-14,977.47 (N/A)</b>

**F - Admin/Audit & Accts**

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Internal Audit							(N/A)
526 External Audit							(N/A)
527 Accounts Software					676.80	-676.80	-676.80 (N/A)
<b>SUB TOTAL</b>					<b>676.80</b>	<b>-676.80</b>	<b>-676.80 (N/A)</b>

**Halesworth Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

24 April 2025 (2025-2026)

**G - Admin/Office & IT**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Office Equipment					397.70	-397.70	-397.70 (N/A)
19	Postage							(N/A)
20	Printing & Reproduction							(N/A)
21	Stationery							(N/A)
23	Telephone & Broadband					78.87	-78.87	-78.87 (N/A)
26	Website/email Costs					13.50	-13.50	-13.50 (N/A)
535	Office IT Support					120.00	-120.00	-120.00 (N/A)
536	Councillor IT support					6.50	-6.50	-6.50 (N/A)
547	Shredding							(N/A)
<b>SUB TOTAL</b>						<b>616.57</b>	<b>-616.57</b>	<b>-616.57 (N/A)</b>

**H - Admin/Other**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Bank Charges					20.50	-20.50	-20.50 (N/A)
12	Chair's Allowance							(N/A)
13	Election Costs							(N/A)
14	General Expenses					297.35	-297.35	-297.35 (N/A)
15	Insurance					2,639.51	-2,639.51	-2,639.51 (N/A)
17	Meeting Expenses					12.99	-12.99	-12.99 (N/A)
22	Subscriptions					1,182.74	-1,182.74	-1,182.74 (N/A)
537	Risk Management							(N/A)
<b>SUB TOTAL</b>						<b>4,153.09</b>	<b>-4,153.09</b>	<b>-4,153.09 (N/A)</b>

**I - Planning**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
99	Consultancy							(N/A)
200	High St improvements							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**J - Highways**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
84	Signage EMR							(N/A)
98	VAS Installation							(N/A)
<b>SUB TOTAL</b>								<b>(N/A)</b>

**Halesworth Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

24 April 2025 (2025-2026)

**K - Leisure & Environment**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
80	Tree Maintenance programme						(N/A)	
82	New Play Area (CIL)						(N/A)	
83	Skatepark (CIL)						(N/A)	
86	Town Park						(N/A)	
93	Festive Lights EMR						(N/A)	
94	Climate Conference event					23.33	-23.33 (N/A)	
95	MUGA/Basketball Ct (CIL)						(N/A)	
96	Youth Development						(N/A)	
514	Skatepark Event						(N/A)	
<b>SUB TOTAL</b>						<b>23.33</b>	<b>-23.33 (N/A)</b>	

**M - L&E/Comm. Partnership**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Community Partnership Funding						(N/A)	
<b>SUB TOTAL</b>							<b>(N/A)</b>	

**N - L&E/Events & Promotion**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
89	Twinning (from EMR)						(N/A)	
91	Advertising & Promotion					900.00	-900.00 (N/A)	
92	Civic Duties (EMR)						(N/A)	
505	New Town Event						(N/A)	
512	New Events					1,171.00	-1,171.00 (N/A)	
553	M&E Residual Fees						(N/A)	
<b>SUB TOTAL</b>						<b>2,071.00</b>	<b>-2,071.00 (N/A)</b>	

**O - A & S/Services**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Allotments expenditure					5.00	-5.00 (N/A)	
70	Market		1,975.00	1,975.00		218.17	1,756.83 (N/A)	
529	Allotments income		10.35	10.35			10.35 (N/A)	
544	Allotments Maintenance EMR						(N/A)	
545	Allotments water rates						(N/A)	
546	Public Toilets						(N/A)	
<b>SUB TOTAL</b>			<b>1,985.35</b>	<b>1,985.35</b>		<b>223.17</b>	<b>1,762.18 (N/A)</b>	

**Halesworth Town Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

24 April 2025 (2025-2026)

**P - A & S/Assets**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Professional Fees (+MR Study)							(N/A)
52	London Rd Business Rates							(N/A)
53	Memorial Repairs							(N/A)
54	Station Building							(N/A)
81	Bus Shelter Cleaning & Repairs							(N/A)
85	Street Furniture							(N/A)
87	CCTV/Town Broadband							(N/A)
506	London Rd Imp. EMR							(N/A)
509	External Maintenance (subcontr					461.96	-461.96	-461.96 (N/A)
510	London Rd (Cleaning)							(N/A)
511	London Rd Utilities					397.18	-397.18	-397.18 (N/A)
521	VAS Installation EMR							(N/A)
522	Memorial Garden (CAPEX)							(N/A)
534	ESC Asset Transfer funds							(N/A)
538	White Bridge (HTC share)							(N/A)
539	Flagpole Maintenance							(N/A)
540	Station building (CAPEX) CIL							(N/A)
541	London Road M&D							(N/A)
542	Community Hub fees (CIL)							(N/A)
543	Memorial Garden maintenance					122.20	-122.20	-122.20 (N/A)
550	Community Hub Fees (SCC Gra							(N/A)
551	HTC Play Area Maintenance					4,273.96	-4,273.96	-4,273.96 (N/A)
<b>SUB TOTAL</b>						<b>5,255.30</b>	<b>-5,255.30</b>	<b>-5,255.30 (N/A)</b>

**Summary**

<b>NET TOTAL</b>		<b>2,511.42</b>	<b>2,511.42</b>		<b>31,522.80</b>	<b>-31,522.80</b>	<b>-29,011.38 (N/A)</b>
<b>V.A.T.</b>					<b>1,405.70</b>		
<b>GROSS TOTAL</b>		<b>2,511.42</b>			<b>32,928.50</b>		



## Item 5b)

24 April 2025 (2025-2026)

### Halesworth Town Council Reserves Balance 2025-2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Community Infrastructure Levy	173,029.27				173,029.27
White Bridge Reserve	5,000.00				5,000.00
Bus shelters	2,000.00				2,000.00
MUGA Reserve	15,000.00				15,000.00
<b>Total Capital</b>	<b>195,029.27</b>				<b>195,029.27</b>
<b>Earmarked</b>					
Park Equipment	5,000.00				5,000.00
Memorial	2,000.00				2,000.00
Station Building (Survey/Solicitor)	5,000.00				5,000.00
Election Reserves	10,000.00				10,000.00
Allotment Reserves	1,000.00				1,000.00
Depreciation					0.00
Street Furniture	3,000.00				3,000.00
Festive Lights (Electricity)	2,500.00				2,500.00
London Road Bldg improvement	16,000.00				16,000.00
Neighbourhood Planning	3,000.00				3,000.00
Market Reserve	1,000.00				1,000.00
Emergency Staff Provision	5,000.00				5,000.00
Youth Development	2,000.00				2,000.00
Civic Duties Reserve	2,000.00				2,000.00
Twinning Reserve	2,000.00				2,000.00
Skatepark Reserves	20,000.00				20,000.00
Public Events	1,000.00				1,000.00
The Rifle Hall Trust					0.00
Town Marketing	3,000.00				3,000.00
Play Equipment Reserve	5,000.00				5,000.00
Office (Furniture/IT)	1,003.83				1,003.83
Specialist Fees	10,000.00				10,000.00
Footpath Reserve	1,000.00				1,000.00
Trees & Open Spaces	5,000.00				5,000.00
NRE Reserve	60,000.00				60,000.00
<b>Total Earmarked</b>	<b>165,503.83</b>				<b>165,503.83</b>
<b>TOTAL RESERVE</b>	<b>360,533.10</b>				<b>360,533.10</b>
<b>GENERAL FUND</b>					14,862.91
<b>TOTAL FUNDS</b>					<b>375,396.01</b>

## Item 5e) (Items 5c & 5d to be tabled, if required)

24 April 2025 (2025-2026)

### Halesworth Town Council TRANSFERS

---

<b>Date</b>	<b>Desc</b>	<b>From</b>	<b>To</b>	<b>Amount</b>
01/04/2025	Bank to Bank Transfer	5 Unity Trust Savings	1 Unity Trust Current	10,000.00
10/04/2025	Bank to Bank Transfer	5 Unity Trust Savings	1 Unity Trust Current	10,000.00
14/04/2025	Bank to Bank Transfer	1 Unity Trust Current	Lloyds Payment card	122.59
			<b>Total.....</b>	<b>20,122.59</b>