

MINUTES OF A MEETING OF THE FINANCE COMMITTEE
HELD IN THE COUNCIL CHAMBER, KING'S HOUSE,
THETFORD, ON TUESDAY 23rd APRIL 2019

Councillors:

M P Brindle (Vice Chair)
C Harvey
T J Jermy

C R P Burnett
J James (Chair)
R G Kybird

D M Crawford – Non Voting Councillor

Officers in attendance
Tina Cunnell
Chris Crimmen

Town Clerk
Committee Secretary

Minutes

- 913/18 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.
- 914/18 APOLOGIES FOR ABSENCE
Apologies were received from Councillor R F W Brame.
- 915/18 MINUTES
RESOLVED: The minutes of the committee meeting held on the 19th March 2019, received by Full Council on the 26th March 2019, as a true record and signed/initialled by the Chairman.
- 916/18 DRAFT YEAR END REPORT
The Chair and Town Clerk reviewed the Draft Year End report and answered Councillors questions. It was noted that this new format is easier to understand and there are still the reserve adjustments to be added. Everything done so far is correct and it was proposed by Councillor R Kybird and seconded by Councillor T Jermy that the Committee note the progress so far and await the reserve adjustments to be added.
The Town Clerk reported on 11th April 2019 £50,000 was transferred from the deposit account to the current account. This was noted by Councillors.
- 917/18 CONTRACTS UPDATE
Councillors noted that tenders have been received for St Peters and Castle Park which will be agreed at Full Council.
- 918/18 REVIEW OF DEBTORS AND POTENTIAL WRITE OFF ACTION
Councillor reviewed the debtors list and after a discussion Councillor T Jermy proposed and Councillor C Harvey seconded:
RECOMMENDATION: That Thetford Town Council write off a debt of £1,577.51 prior to the year end. (Financial Regulation 9.4)
- 919/18 FINANCE DECISIONS MADE IN COMMITTEE THIS MONTH
The Committee noted the following:
- 862/18 TWO TOWERS TENDER REPORT
RESOLVED: That Thetford Town Council accept Company C (see Appendix A) to restore the Guildhall Cupolas at a cost of £8,106 (3030).

863/18 CASTLE PARK FENCING TENDER
RECOMMENDATION: That Thetford Town Council accept Company A (see Appendix B) to manufacture and install the Castle Park fencing at a cost of £18,110 (4370).

884/18 INCOME GENERATION TASK & FINISH GROUP:
RESOLVED: The Thetford Town Council include a new meeting hire rate at £10 per hour into the terms and conditions for hirers at the Carnegie that do not generate an income from subsequent charges to their attendees between the hours of 9am-5pm Tuesday-Thursday.

RESOLVED: That Thetford Town Council agree the Guildhall Tea Room Service Level Agreement between the two parties Thetford Town Council & It's Good 'Ere would be extended until 31st December 2019. The finalised documentation to be delegated to Chair & Vice Chair of VEM to be signed off by the end of April 2019

920/18 CORRESPONDENCE
There was no correspondence to note...

921/18 COMMITTEE OFFICERS UPDATE
The Town Clerk reported the Sage Consultant had visited today and all the changes are now in place with the nominal codes reduced from over 700 to 270. She wanted the committee to note the outstanding work done by Ruth Carter during these changes to the system. Councillor R Kybird proposed and Councillor J James seconded a vote of thanks to Ruth Carter for completion of the project. The Chair thanked Councillor R Kybird for his support to the committee and the advice provided to the Chair.

922/18 COMMUNITY ENGAGEMENT
None.

Chairman.