

**REPORT 1/17**  
**FINANCE AND GOVERNANCE WORKING GROUP**

**Finance and Governance Working Group held on Tuesday 10<sup>th</sup> January 2017  
at 10am in the Committee Room at the Town Hall.**

Present: Cllr Horwood (Chair), Cllr Allen, Betts, Bradbury. Also present the Town Clerk.

**AGENDA**

- 1. Apologies** – Apologies for absence were received from Cllr Temple.
- 2. Declaration of Interest** – Declarations of Personal Interest were made by Cllr Betts and Cllr Horwood in respect of item 5 on the Agenda.
- 3. Donation Requests** – *letter received from Southwold Arts Festival requesting a donation of £500 for bunting for the High Street.* The Town Council did provide this support in 2016/17. The Finance Working Group noted that there was adequate funds in the donations budget. **It was agreed to recommend approval of the request to Town Council but to ask the Arts Festival to look at alternative suppliers as the bunting did fade fairly quickly during the summer.**
- 4. Shuttle Bus update -consideration of replacement bus.** The Finance Working Group considered the report from the Town Clerk and the Chair of Finance with regards to the size of a new bus following their visit to Hammonds. It was agreed that the size of vehicle that HACT have obtained, would be too long in length for the streets of Southwold as may a standard 16 seater bus. Further research to be carried out on 12-13 seater buses with regards to their length and ability to service the route. In view of the timescales for the service to be restarted under the VOSA licence, there appears to be no alternative to repairing the present bus to ensure that a bus is available for the service on 1<sup>st</sup> February. Further research will continue to be undertaken with regards to sizing and financing of a new vehicle which all agreed was still necessary to have.
- 5. See Confidential Agenda**
- 6. Budget 17.18** – *matters to consider including parking income, business development manager*  
*Note precept to be confirmed to WDC by 20<sup>th</sup> Jan (extension agreed to 1<sup>st</sup> Feb 2017.).*  
The Town Clerk advised that the budget was being prepared for presentation on 16<sup>th</sup> January 2017 at an informal meeting of all Councillors with a view to the budget and precept being signed off at the Town Council January meeting.

The CCTV system has now been installed and is working well.

**7. Grant applications** – *any suitable to apply for.* The Town Clerk confirmed that she would continue to monitor suitable funding opportunities.

**8. Governance**

*Publicity Code* – the Working Group received an update on the Publicity Code and the obligations of local councils to ensure that no Council newspaper or magazine should be published more than 4 times a year as per the 2001 Code of Recommended Practice on Local Authority publicity and the Local Audit and Accountability Act 2014.

**9. Financial Matters in progress;**

CIL receipts - *Nil return completed by 31<sup>st</sup> December 2016*

**Date of next meetings –**

Finance working group - 7<sup>th</sup> February at 10am

Whole council budget setting – 16<sup>th</sup> January 2017 at 6.30pm.

**Recommendations:**

**3. Donation Requests – *letter received from Southwold Arts Festival requesting a donation of £500 for bunting for the High Street.* It was agreed to recommend approval of the request to Town Council but to ask the Arts Festival to look at alternative suppliers as the bunting did fade fairly quickly during the summer.**