



MINUTES OF PARISH COUNCIL FINANCE MEETING

A meeting of the Martham Parish Council Finance meeting was held on Wednesday 6th December 2017 at 7.30pm at the Community Centre.

1. ATTENDANCE

Present: Cllrs Bradford, Gates, Huke, Hurkett and Starkings (Chair).
Clerk and R.F.O. – Miss Stacey Kent

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllr Bradford notified the meeting of his Trusteeship of the Martham Coronation Recreation Ground Trust.

3. MINUTES OF PREVIOUS MEETING

The minutes of the minutes of the Parish Council Finance meeting held on 9th August 2017 were PROPOSED Cllr Bradford, seconded Cllr Gates and signed by the Chairman as a true and correct record of that meeting.

4. RECYCLING

A list of approved dealers had been obtained from Norfolk County Council and contacted for a quotation. Atco was the single only response willing to submit a quotation of £350/tonne. It was PROPOSED Cllr Starkings and seconded Cllr Bradford that the Textile Recycling Provider should be taken to full Council.

5. GRANTS 2018/19

Grants were considered for 2018/19.

1. Martham Coronation Recreation Ground Trust - £6500.
2. Parochial Church Council - £3300.

Cllr Bradford PROPOSED and Seconded Cllr Starkings that the grant amounts applied should be the same as the previous year payable if the Concurrent Functions Grant is approved by Great Yarmouth Borough Council.

6. MAINTENANCE SCHEDULE

The maintenance schedule was reviewed with discussion about the benches listed. Further work is required to maintain and repair them. It was PROPOSED Cllr Starkings and seconded Cllr Huke to take this to full Council.

7. ASSET REGISTER

The asset register was reviewed and it was AGREED that the bus shelter on Somerton Road is removed from the register and the British Legion bench added.

Cllr Huke PROPOSED and seconded Cllr Gates that Council adopt a numbered system for the asset register and Cllr Huke would work with the Clerk to complete this work in six months' time.

8. TO REVIEW COST ALLOCATIONS

It was AGREED at the meeting that a recommendation be made to full Council for Alpha Financial Accounting Software to be purchased at an initial anticipated cost £639 plus mileage with ongoing costs of £119 per annum for annual support and maintenance single user licence.

The training budget of £1000 was considered and AGREED for the year 2018/2019.

9. DRAFT BUDGET 2018/2019

The draft budget was reviewed and AGREED by Councillors.

10. PRECEPT RECOMMENDATION

It was PROPOSED Cllr Hurkett and seconded Cllr Starkings that the Concurrent Functions and Precept as follows be recommended to Full Council. Precept £44,092, Council Tax Support Grant £4601 and Concurrent Functions £15,400 AGREED. This gives an anticipated 0% increase for parishioners.

11. POLICIES REVIEWED

- 11.1 Duties of Finance Officer
- 11.2 Effectiveness of Audit Arrangements
- 11.3 Financial Regulations
- 11.4 Financial Risk Assessment
- 11.5 List of Internal Controls
- 11.6 Terms of Reference for Auditor

It was PROPOSED by Cllr Hurkett and Seconded by Cllr Starkings that no changes are made to the policies

12. INTERNAL AUDIT

The Internal Audit was received with no actions required.
Recommendations were made by the Internal Auditor for the purchase of the RBS accounting system.
AGREED.

13. ITEMS FOR NEXT AGENDA

Asset Register

The meeting closed at 8.40pm

RECOMMENDATIONS TO FULL COUNCIL:

1. That the Textile Provider should be considered by full Council.
2. That Grants should be given to the Martham Coronation Recreation Ground Trust of £6500 and Parochial Church Council be given grants £3300. Grants will be given subject to Concurrent Function approval by Great Yarmouth Borough Council.
3. That the RBS Alpha Financial Accounting Software is purchased by Council at costs listed above.
4. That the Training budget of £1000 is agreed by full Council.
5. That the work on the maintenance schedule for benches to be repaired and maintained be considered by full Council as concurrent function grants have been frozen by Great Yarmouth Borough Council.
6. That the bus shelter on Somerton Road is removed from the asset register and the British Legion bench added.
7. That Council adopts a numbered system for the asset register and reviews this at the June 2018 meeting.
8. That the Precept is set at: Precept £44,092, Council Tax Support Grant £4601 and Concurrent Functions £15,400 AGREED. This gives an anticipated 0% increase for parishioners.
9. That no changes are made to the Financial policies:
 - Duties of Finance Officer
 - Effectiveness of Audit Arrangements
 - Financial Regulations
 - Financial Risk Assessment
 - List of Internal Controls
 - Terms of Reference for Auditor