

MINUTES OF MARTHAM PARISH COUNCIL FINANCE MEETING
Wednesday 11th March 2015
AT THE COMMUNITY CENTRE, PLAYINGFIELD LANE, MARTHAM
AT 7.30PM

Present: Cllr Bradford
Cllr Gates
Cllr Johnson (Chair)
Cllr Manifold
Cllr Starkings

1. Apologies for absence.

None.

2. Declarations of personal interest and dispensations for any items on the agenda.

Cllrs Bradford and Gates reminded the meeting they were trustees of the Playingfield.

3. Minutes of meeting 17th November 2014.

These were agreed as a true and correct record, PROPOSED Cllr Manifold seconded Cllr Bradford signed by the Chair.

4. Grass Cutting Contract.

Three tenders had been received, and two contractors had declined to tender. It was PROPOSED Cllr Manifold and seconded Cllr Bradford that the tender from Great Yarmouth Borough Services for the sum of £3,393.21 plus VAT be accepted with additional footpath cutting if necessary. **CLERK.**

5. Precept/Concurrent Functions 2015/16.

It was noted by the meeting that the Concurrent Functions for 2015/16 had been paid in full as requested. Currently it is anticipated that this will be reviewed at Borough over the Summer for the 2016/17 year. The meeting noted an annual drop in tax for the residents of 0.7%. It was PROPOSED Cllr Gates and seconded Cllr Starkings that all three grants be paid at pre-approved sums: Playingfield £6,500; Church £3,300; Village Hall; £500.00

6. VAT.

The Clerk has been investigating the current VAT situation for the Council and is attending a course in June. Advice has been sought from both SLCC and an independent Company and a report will be made in due course. **CLERK.**

7. Asset Register.

Clerk: Mrs Sarah Hunt
Community Centre, Playingfield Lane, MARTHAM, Norfolk, NR29 4SP
Tel: 01493 749938 email: Clerk@martham.gov.uk

Land Title NK248431 to be added to register and Insurance Schedule.
Allotments to be added.
Allotment shed to be added.

8. Specific Duties of Responsible Financial Officer.

9. Financial Regulations.

10. Financial Risk Assessment.

11. Terms of Reference for Internal Auditor

Items 8 to 11 were taken as one item and the policies reviewed and AGREED unchanged.
PROPOSED Cllr Gates, seconded Cllr Bradford.