

**Minutes of Martham Parish Council Finance Committee Meeting  
held in the Community Centre, Playingfield Lane on  
1<sup>st</sup> May 2013 at 19:30 hrs.**

**Those Present:**

Councillors: M Huke, P Manifold and T Gates

**Presiding:** M Huke

Clerk attending: S Hunt.

**1. Apologies**

Cllr. K Jordan – work commitment .

**2. Minutes of Last Meeting**

The minutes of the meeting held on 27<sup>th</sup> February 2013 were AGREED as a true record.  
*Proposed by Cllr. T Gates, seconded by Cllr. P Manifold. Unanimous.*

**3. Matters Arising not otherwise On the Agenda.**

Asset Register. Clerk to check with Insurance Company the value at which single items need to be detailed separately on the policy. **CLERK**

It was AGREED that the non-functional HP Printer could be disposed of. *Proposed by Cllr. P Manifold and seconded by Cllr. T Gates. CLERK*

Map and list of benches still outstanding. **Cllr. Huke**

Detailed list of contents of Community Centre received and being held by Clerk.

Clerk to ensure that all leases necessary are up to date with regard to the Community Centre.

**CLERK**

Newly installed pump from village centre to be added to Asset Register once working. **CLERK**

**4. Accounts for the Year ended 31<sup>st</sup> March 2013**

Community Centre to be removed from Asset Register and out of the Variances report. **CLERK.**  
Additional outstanding grant from Borough Council to be checked and applied for as available.

**CLERK**

Councillors were pleased to note that the Parish Council had kept within budget for 2012/13. It was agreed to recommend the ESPO contract for the Gas Supply at the Centre to Full Council.

*Proposed Cllr. Manifold and seconded Cllr. Gates. CLERK*

The energy costs for the Centre to be monitored and reported to the Finance Committee on an ongoing overhead sheet to contain Electricity, Gas, Caretaker, Telephone. **CLERK**

Personnel to meet to discuss the position of Caretaker. **CLERK**

Hire contract needed for Community Centre – to include Damage Deposits. **CLERK**

**5. To agree the Annual Return.**

The Annual Return for 2012/13 was agreed, subject to audit. *Proposed by Cllr. P Manifold, seconded by Cllr. M Huke. Unanimous.*

To be presented to next full council meeting, and subject to internal audit on 24<sup>th</sup> May 2013.

**CLERK**

**6. Review of Effectiveness of Internal Audit Arrangements.**

It was Proposed by Cllr. Huke and seconded by Cllr. Manifold that this be adopted without change. **CLERK.**

Future meetings 10<sup>th</sup> July and 30<sup>th</sup> October at the Community Centre, 7.30pm.

There being no further business, the meeting closed at 20.29 hours.

Signed.....(Chairman)      Dated: 10<sup>th</sup> July 2013