

**Minutes of MARTHAM PARISH COUNCIL  
Finance Committee Meeting held in the Community Centre,  
Playingfield Lane on  
10<sup>th</sup> July 2013**

**Those Present;**

Councillors: Bradford, Gates, Huke,

**Absent;**

Councillors: Jordan and Manifold.

Clerk attending: Mrs Sarah Hunt

1. Apologies.  
None received. Cllrs Jordan and Manifold Absent.
2. To approve the minutes of the meeting held on 1<sup>st</sup> May 2013.  
Attached.  
The minutes of the meeting held on 1<sup>st</sup> May were AGREED as a true record. Proposed by Cllr Gates, seconded by Cllr Huke.
3. Asset Register.  
Community Centre value to be £230,000 on asset register to match Insurance value.  
Back Lane Water Pump – to go on for purchase cost. **CLERK.**  
List of 10 seats and Picnic table provided to Clerk. Cllr Huke reported that Cllr Hooper is to provide a map to the Council detailing locations and identifying other assets. **Cllr HOOPER.**  
Footpath Benches 6 & 7 to be located. **Cllr GATES.**
4. Community Centre
  - 4.1 Expenditure Costs. No provision is yet being made for projected maintenance budget.
  - 4.2 Income. This shows a slight profit and is very encouraging.  
Clerk has had some interest in additional lettings. Second room in extension to be maintained clear to be available to hire out. **Cllr HUKÉ** to arrange clearing.  
Youth club figures were presented to the meeting. These are also encouraging and show a profit.  
These figures to be circulated to all councilors and presented quarterly at Finance to ensure close monitoring. **CLERK.**

4.3 Building Costs.

The S106 claim is now almost completed and ready to be submitted. Total available £19,654.62 claim value currently 19332.86. To be submitted after Fire Risk Assessment undertaken. **CLERK/Cllr HUKÉ.**

4.4 To review the Council Tax arrangements.

It was Proposed by Cllr Gates and seconded Cllr Bradford that the property be moved to the Parish Council for Taxable purposes. **CLERK.**

5. Concurrent Functions – letter from Great Yarmouth Borough Council.

Meeting to be arranged Clerk/Cllrs Huke/Gates/Bradford and Mr Roofe and Mr Tungate of the Playingfield Trust to address this.

**CLERK** to call. To take place at the Community Centre.

Draft response letter to be circulated prior to meeting. **CLERK.**

6. Review of current financial position for 2013/14.

£200 from Car Parks to Bus Shelters from Concurrent Functions.

Clerk to investigate possibility of Grant to maintain central pond.

**CLERK.**

Lines 4 – Bus Shelters, 22 - Salaries, 26 – stationary and administration show a combined deficit currently of around £9,000.00. These need monitoring and the budgets reviewing with other costs being minimized. Next meeting. **CLERK.**

The Clerk as RFO recommended to the Committee that it consider increasing the reserves which currently stand at £5,000. This should reflect three months operating costs of the Council.

7. To review List of Internal Controls.

Proposed Cllr Gates and seconded Cllr Huke that the updated version be adopted. **AGREED.**

Next Finance Committee meeting October 30<sup>th</sup> 2013.

The meeting closed at 9.57pm.

Signed.

Dated.