

**Draft Minutes of Martham Parish Council Finance Committee Meeting
held in the Community Centre, Playingfield Lane on
4th December 2013 at 19:30 hrs.**

Those Present:

Councillors: I Bradford, P Manifold, M Murrant and T Gates

Presiding: M Murrant

Clerk and RFO attending: S Hunt.

1. **Apologies**
Cllr. K Jordan – ill health.
2. **Minutes of Last Meeting**
The minutes of the meetings held on 10th July and 25th September were AGREED as a true record. *Proposed* by Cllr. T Gates, *seconded* by Cllr. I Bradford. *Unanimous*.
3. **Matters Arising not otherwise On the Agenda.**
Asset Register. Clerk to add lighting bollards on Doctors Surgery, and add them to insurance policy. **CLERK**
Map and list of benches still outstanding. **Cllr. Hooper**
Phone box to be added and insured for £2,000. **CLERK**
4. **Declarations of Interest.**
Cllr Bradford declared an interest in item 13.2 – Grant application for Martham Recreation Ground Trust as he is a Trustee.
5. **To Consider the Current Financial Statement.**
An up to date account was received from the Financial Officer.
6. **Recycling Statement.**
2012/13 a profit of £1,697.95. 2013 to date a profit of £956.75.
7. **Youth Club Accounts.**
An average weekly profit of £24.97 was shown over the 13 weeks it was open this year, there is still stock in hand of £106.50 for the Tuck shop. That does not include the cost of the replacement window.
8. **Community Centre Financial Statement.**
An average profit of £252.34/month. This does not include Caretakers Salary or window damage. Deducting caretakers salary reduces figure to £108.04.
The gym has increased membership and is now averaging around £150 a week from £100.
9. **To review current banking arrangements.**
The problems experienced with Santander have been resolved. New signatories in place. A letter of complaint has been sent.
All other banks investigated would charge for an account. It was decided not to make any changes at present.
10. **To review the ‘effectiveness of Audit Arrangements’.**
These were agreed unanimously as presented.
11. **Maintenance Schedule.**

5/12/2013

Initialled.....

The schedule was available to the meeting. This year rather than one contract the individual items have been tendered for on an ongoing basis, and the quotations taken to full Council for approval. It was AGREED unanimously that this continue as it gives more control over pricing and work to be undertaken.

12. To consider increasing reserves.

It was noted from the Current Financial Statement that the reserve account held £5,000. It was *Proposed* by Cllr. P Manifold, *seconded* by Cllr. T Gates that this be increased to £10,000 in view of the average monthly spend of £3,716.00. *Unanimous.*

13. Consideration of Grant Requests:

13.1 Martham Village Hall – request for £1,500.00.

It was *Proposed* by Cllr. P Manifold, *seconded* by Cllr. T Gates this be paid from the precept. *Unanimous.*

13.2 Martham Recreation Ground Trust – request for £11,795.00.

It was *Proposed* by Cllr. P Manifold, *seconded* by Cllr. T Gates this be paid subject to the sum being received from a Concurrent Functions grant, and to receiving a copy of Profit and Loss accounts for both the Sports and Social Club accounts and an explanation of how the accounts are produced. *Unanimous.*

13.3 St Mary's Church – request for £3,500.00.

It was *Proposed* by Cllr. P Manifold, *seconded* by Cllr. T Gates this be paid subject to the sum being received from a Concurrent Functions grant. *Unanimous.*

14. To decide a Budget to recommend to Full Council.

The estimated budget for 2014/15 was agreed, subject to receiving information from Great Yarmouth Borough Council on the Concurrent Functions grant of £23,507 concurrent and £40,850 precept. *Proposed* by Cllr. Bradford, *seconded* by Cllr. Gates that this be put forward. *Unanimous.*

To be presented to next full council meeting, on 18th December 2013. **CLERK**

15. Dates of meetings 2014.

Future meetings 5th February, 9th April, 2nd July and 29th October at the Community Centre, 7.30pm.

There being no further business, the meeting closed at 20.52 hours.

Signed.....(Chairman) Dated: