



MINUTES OF PARISH COUNCIL FINANCE MEETING

A meeting of the Martham Parish Council Finance meeting was held on Wednesday 12th December 2017 at 7.30pm at the Community Centre.

1. ATTENDANCE

Present: Cllrs Bradford, Gates, Huke, Lawrence and Starkings (Chair).
Clerk and R.F.O. – S. Kent

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Cllrs Bradford and Starkings notified the meeting of Trusteeships of the Martham Coronation Recreation Ground Trust.

Cllr Starkings is an allotment holder and has a dispensation in place.

3. MINUTES OF PREVIOUS MEETING

The minutes of the last Parish Council Finance meeting held on 6 December 2017 were PROPOSED Cllr Bradford, seconded Cllr Gates and signed by the Chairman of the Finance Committee as a true and correct record of the meeting.

4. RECYCLING

The Textile Recycling Provider was discussed it was AGREED to progress with ASTCO at a rate of £500/tonne in the new year once the current provider has been notified of a period notice to remove the current bin and collect the income related to the bin, PROPOSED Cllr Starkings and seconded Cllr Bradford.

5. ALLOTMENTS

The tenancy agreement and allotment plot rents were considered. It was AGREED, Proposed Cllr Gates, seconded Cllr Bradford that the rents remain the same of £32 per full plot and £16 per half plot.

6. COMMUNITY ENGAGEMENT

A Community Engagement action plan/policy was discussed as a 'tool' to plan and record Council engagement in 2019 with the suggestion of setting a small budget to support any engagement which may arise. It was AGREED, Proposed Cllr Starkings and seconded Cllr Huke to recommend to Full Council for further consideration.

7. GRANTS 2019/20

Grants were considered for 2019/20.

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 only if the Concurrent Functions Grant is approved by Great Yarmouth Borough Council. A discussion took place in relation to the Village Hall as an application had not been submitted for consideration. Any applications submitted to Council would be considered at further Finance Committee meetings or at Full Council.

8. MAINTENANCE SCHEDULE

The maintenance schedule was reviewed with discussion about the benches listed. Further work is required to maintain and repair them. The Clerk recommended adding extra information in relation to expected costs which may be incurred beyond 2019. It was recommended for the damaged post at the main pond to be added, and service of the 'Back Lane' pond lane weir with completion and checking dates also included, PROPOSED Cllr Starkings and seconded Cllr Huke to take this to full Council.

9. ASSET REGISTER

The asset register was reviewed and it was AGREED that the two bus shelters on Hemsby Road are also added to the maintenance register plus the 'Back Lane' pond bench when installed.

10. TO REVIEW COST ALLOCATIONS

It was AGREED at the meeting that a recommendation is made to full Council based on the recommendations of the Clerk, PROPOSED Cllr Bradford Seconded Cllr Starkings.

11. DRAFT BUDGET 2018/2019

The draft budget was reviewed for consideration and input by Cllrs. It was AGREED, Proposed Cllr Huke, seconded Cllr Starkings for the Clerk to complete with suggested figures based on actual spend plus estimated inflation.

12. PRECEPT RECOMMENDATION

It was PROPOSED Cllr Lawrence and seconded Cllr Starkings that the Concurrent Functions and Precept as follows be recommended to Full Council. Precept £44,492, Council Tax Support Grant £4,105 and Concurrent Functions £15,400 AGREED. This gives an anticipated 0% increase for parishioners.

13. POLICIES REVIEWED

- 13.1 Duties of Finance Officer
- 13.2 Effectiveness of Audit Arrangements
- 13.3 Financial Regulations
- 13.4 Financial Risk Assessment
- 13.5 List of Internal Controls
- 13.6 Terms of Reference for Auditor

It was PROPOSED by Cllr Bradford and seconded by Cllr Gates that no changes are made to the policies

14. INTERNAL AUDIT

The Internal Audit was re-arranged for January 2019 due to sickness. The 'Final External Auditor Report and Certificate 2017/2018 report' received in November 2018 with no comments was shared for information.

15. ITEMS FOR NEXT AGENDA

Further discussion took place the planning of Finance meetings. It was AGREED for Finance meetings to be arranged on a quarterly basis with dates organised as far ahead as possible.

The meeting closed at 9.00pm

RECOMMENDATIONS TO FULL COUNCIL:

1. To note the Textile Provider quote of £500/tonne.
2. That allotment rents remain the same of £32 per full plot and £16 per half plot for 2019.
3. 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.
4. That the work on the maintenance schedule for benches to be repaired and maintained be considered by full Council. The Clerk recommended adding extra information in relation to expected costs which may be incurred beyond 2019. For the damaged post at the main pond to be added, and service of the 'Back Lane' pond weir. Dates for checking maintenance and completion also added.
5. That the maintenance register to be amended to include the two bus shelters on Hemsby Road and the 'Back Lane' pond bench when installed in 2019.
6. That the cost allocations for 2019/20 are based on the recommendations of the Clerk and Responsible Financial Officer.
7. That the draft budget is completed with suggested figures recommended by the Clerk and Responsible Financial Officer based on actual spend plus estimated inflation.
8. That the Precept is set at: Precept £44,494.38, Council Tax Support Grant £4,105 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