



MINUTES OF PARISH COUNCIL FINANCE COMMITTEE MEETING

held at the Community Centre on:
Wednesday 10 April 2019 at 7.30pm

Members of the Finance Committee in attendance: Cllrs Bradford, Gates, Huke, Lawrence and Starkings (Chair).
Clerk -S. Kent

No members of the press or public were present.

ATTENDANCE - Apologies were accepted for absence from Cllr Huke due to unforeseen event.

DECLARATIONS OF INTEREST AND DISPENSATIONS – Cllrs Bradford and Starkings notified the meeting of their Trusteeships of Martham Coronation Recreation Ground Trust.

MINUTES OF PREVIOUS MEETING

The minutes of the Parish Council Finance Committee meeting held on 12th December 2018

PROPOSED Cllr Bradford, seconded Cllr Gates were agreed as a true and accurate record.

RECYCLING – the overdue payment had been received and actions to replace the textile bin were in progress with further future consideration to moving the bin if there were any problems.

GRANTS - for 2019/2020 previously agreed by Full Council were noted.

MAINTENANCE SCHEDULE – Further work and costs related to the schedule of work was discussed. It was recommended for small work to be advertised locally to see if a better response for the work was received. It was recommended to use Social media as another way of communicating for minor works within the village.

ASSET REGISTER – A discussion about the Strimmer resulted in recommendations for further investigation into training for using the strimmer and costs in relation to maintenance. It was recommended for training and maintenance costs to be clarified as it may be more cost effective to use a contractor for future work. It was also recommended that the strimmer is added to the Asset Register. Adding photographs of Council assets to the register was also recommended.

COST ALLOCATIONS for 2019/20 - Noted.

BUDGET 2018/19 – allocations for the budget were noted. It was agreed further work is required in relation to costs for maintenance schedule. It was recommended the small works party would work with the Clerk to complete this work. To reflect the recommended 3-12 months running costs, putting reserves of £30,000 into the Nationwide account to gain interest was recommended.

SCARECROW FESTIVAL – GRAYS FAIR. It was recommended for the 'Use of the Village Green policy' to be reviewed in relation to costs for village activities which includes festival use and fairs.

CONTRACTS – quotation requests for council contracts were making progress.

PRECEPT- Receipt of the first precept payment was noted. It was also noted that concurrent function grant received came at a recognised reduction each year as this payment does not take into account inflation.

POLICIES – no reviews of financial policies took place at this time.

ADMINISTRATION – It was identified that on-line payments were expected by most organisations. It was recommended that the Clerk investigate bank accounts suitable for use by Parish Councils. It was noted that due to previous difficulty encountered with Lloyds to recommend closing this account when possible. It was also recommended to change signatories on the parish accounts to add Cllr Gates and Cllr Lawrence and remove Cllr Huke.

END OF YEAR INTERNAL AUDIT VISIT - noted.

ITEMS FOR NEXT AGENDA – None.

Stacey Kent

Clerk and Responsible Financial Officer