



MINUTES OF FINANCE COMMITTEE MEETING

held at the Community Centre on Wednesday 10 November at 7.30pm

1. ATTENDANCE – Cllrs Bradford, Sayer and Starkings (Chair) were in attendance with the Clerk.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Declarations were made by Cllrs Bradford and Starkings as trustees of the Martham Coronation Recreations Ground Trust.

The Clerk accepted a dispensation from Cllr Sayer as a member of the Cricket Club.

3. MINUTES OF PREVIOUS MEETING

The minutes of Finance Committee meeting held on 4 November 2020 were AGREED as a true and accurate record, PROPOSED Cllr Bradford, seconded Cllr Starkings.

4. GRANTS – Cllr Starkings reminded the committee that the grant process has not changed.

5. MAINTENANCE SCHEDULE – to review and discuss any additional work required.

5.1 Consideration was given to cleaning and repairing the War memorial. Cllr Starkings has inspected the memorial and it was **AGREED**, PROPOSED, seconded Cllr Sayer for cleaning to take place before an inspection for repairs was completed.

CLERK

5.2 Replacement of the Kissing Gate on Black Street is in progress - update to follow from **Cllr Bradford**.

5.3 To note cost of replacement Village Sign of £2645.00. It was PROPOSED Cllr Starkings, seconded Cllr Bradford to progress with the sign as it was in such a bad state of repair. Noted.

6. ASSET REGISTER – was reviewed with no additions.

7. ALLOTMENTS – costs were discussed for 2022. It was **AGREED**, PROPOSED Cllr Sayer, seconded Cllr Starkings to keep the costs as the same as the previous year for 2022 - £42 full plot and £21 for a half plot. The Clerk agreed to add all allotment documents to the website once completed for easier access.

The Tenancy Agreement was reviewed and it was **AGREED**, PROPOSED Cllr Sayer, seconded Cllr Starkings to add the following amendments:

11. On the termination of the tenancy, the tenant shall remove any shed, greenhouse or other building or structure erected in the Allotment Garden unless the Council agrees otherwise which shall be confirmed in writing to tenant. The plot should be left in a clean state with all rubbish removed including raised beds and then levelled. If any rubbish is left for the Council to remove the cost of this will transfer to the allotment holder and an invoice will be sent to the named person this agreement.

12. When a tenant pays their annual plot costs, it is accepted on the understanding that the tenant has read and agrees to abide by the allotment rules.

8. PARISH PARTNERSHIP SCHEME (PPS): Consideration was given to the application in progress for the Highways Scheme. It was PROPOSED Cllr Starkings, seconded Cllr Bradford for the addition of two part-time advisory 20mph flashing signs to be located on Black Street next to Oak Tree Close and close to the bend at the opposite end to reduce speeding outside the primary school. Cost per sign is £1459.00 + VAT with and additional Norfolk County Council commuted sum of £500.00 to cover the maintenance of the sign for ten years.

9. CONTRACTS – to note the grass cutting, litter picking and footpath cutting tenders are in place until the end of the financial year - 2023/2024.

10. PRECEPT – to set the Precept in line with budget requirements for the year ahead as drafted by the Clerk, PROPOSED Cllr Sayer, seconded Cllr Starkings.

11. BUDGET 2022/23 - budget allocations were reviewed.

12. POLICIES – all Financial Policies were reviewed and include:

Martham Parish Council, Community Centre, Playing-Field Lane, Martham, Norfolk, NR29 4SP

Telephone: 01493 749938/07736917769, Email: clerk@martham.gov.uk,

Duties of Finance Officer, Effectiveness of Audit Arrangements, Financial Regulations, Financial Risk Assessment, List of Internal Controls and Terms of Reference for Auditor.

13. AUDIT - It was AGREED to recommend to appoint Lisa Callow as internal auditor for the financial end of Year audit for 2021/22.

Conclusion of audit for 2020/21 – noted

Update of the audit action plan 2020/21 – noted

14. ADMINISTRATIVE MATTERS –

Changes to Insurance – noted

Cllr Smith has been added as a 'Bank Signatory' to the Unity Trust Current Account

Online access permission is in progress for the Nationwide Savings Account. Noted.

15. ITEMS FOR NEXT AGENDA

None

Recommendations:

1. War memorial - for cleaning to take place before an inspection for repairs was assessed.

2. Allotments

- **Plot costs:** Costs remain as the previous year for 2022 - £42 full plot and £21 for a half.

- **The Tenancy Agreement to add the following amendments:**

11. The plot should be left in a clean state with all rubbish removed including raised beds and then levelled. If any rubbish is left for the Council to remove the cost of this will transfer to the allotment holder and an invoice will be sent to the named person this agreement.

12. When a tenant pays their annual plot costs, it is accepted on the understanding that the tenant has read and agrees to abide by the allotment rules.

3. Parish Partnership Scheme - addition of two part-time advisory 20mph flashing signs at a cost of £1459.00 + VAT per sign with an additional Norfolk County Council commuted sum of £500.00 to cover the maintenance of the sign for ten years.

4. Precept – to set in line with budget requirements for the year ahead as drafted by the Clerk, PROPOSED Cllr Sayer, seconded Cllr Starkings

5. To appoint Lisa Callow as internal auditor for 2022/23.

The meeting closed at 8.30pm

Signed Committee Chair