

Minutes of a meeting of Ormesby St Margaret with Scratby Parish Council Finance and General Purposes Committee

Held on Monday 30th October, 2017 at the Village Centre, Station Road, Ormesby St Margaret, at 7pm

Present: Cllrs. Cheetham, Eagle, Fletcher, Freeman, Gingell, and K. Wendt.

Chair: Adrian Peck. **Clerk:** Lisa Callow.

To accept apologies for absence: None

Declaration of interest:

Cllr. Freeman raised concern over the number of Councillors currently presiding on this Committee being more than fifty percent of the full Parish Council. For the purposes of this meeting it was agreed that Cllrs. Eagle and Gingell would not vote on any matters. The Clerk is to seek clarity with NALC on this matter before the next Finance and General Purposes (F&GP) Committee meeting.

Approve minutes of the 20th March, 2017:

The minutes having been previously distributed were declared a true record and duly signed by the Chairman. Proposed Cllr. Freeman, seconded Cllr. Fletcher – Unanimous.

Budget review:

The Councillors reviewed the Council's expenditure year to date. The Clerk will present a full year forecast at the next F&GP Committee.

Precept and Concurrent Function Grant 2018/19 update:

The Chair gave an update as received from Cllr. Reynolds about the Concurrent Function Grant which was discussed at Great Yarmouth Borough Council's (GYBC) Policy Meeting. There was discussion around cutting the grant for beach cleaning completely and reducing the grant for open spaces by 15%, however the case was argued against, and therefore it was agreed that the level of grant remain the same as the current financial year. This decision will need to be presented and ratified by the full GYBC Council at their next meeting on Thursday 2nd November.

The Clerk stated confirmation has been received from GYBC that the letter and grant forms will be emailed and sent out early-mid November, with a response deadline of mid-January 2018.

Tenders, Quotations and Concessions 2018/19:

The Committee reviewed and agreed the tender specifications for all grounds maintenance contracts for the coming financial year, with tenders to be received back in time to discuss at the next F&GP Committee meeting.

It was agreed to seek quotations to cut the hedges at the Burial Ground to between 6-10ft as per the recommendations of the Burial Ground Committee, and for the allotment hedge along Cromer Road to be sided and topped to 4-5ft. Cllr. Freeman suggested quotations for the Burial Ground include removal of the waste, or to burn the waste on site. Cllr. K. Wendt confirmed the cost of cutting the allotment hedge should come from the allotment budget.

The Committee felt the renewal from Norse for the grounds maintenance of the Village and Memorial Greens to be a considerable increase, and to kindly request the quote be renegotiated making it clear that the Council are very happy with the service received, and would considered entering another three year contract.

The Committee requested the Clerk obtain a quote for pollarding the Lime Trees located on the Village Green, and the removal of the waste. The Committee considered a request for a burger van on Scratby Green, this was declined on the basis that Scratby already has enough food outlets, including a local business already selling a similar type of menu. The Committee considered a bid submission from a new ice cream vendor, and have asked the Clerk to contact the current ice cream vendors for their 2018 bid for consideration also.

Standing Orders and Financial Standing Orders review:

The Chair suggested that the standing orders allow that a secret ballot be used instead of a show of hands when voting on sensitive matters. Cllr. C. Lee confirmed she has checked relevant legislation, and the Council need to be clear on how it is defined in the Standing Orders. The Committee agreed, Cllr. Eagle stated the Council must remain as transparent as possible.

Cllr. K. Wendt suggested that a term be stipulated on the Chair's length of term in office being no more than five consecutive years. The Clerk stated she had confirmed with NALC that this was acceptable. Cllr. Freeman suggested a clause be included to override this in exceptional circumstances. The Committee agreed.

Cllr. K. Wendt stated that the Clerk had obtained a good practice document for the selection and co-opting of new Councillors, and pointed out this is not covered in the Standing Orders. Cllr. C. Lee suggested that the Personnel Committee should have a Terms of Reference and this should be included within it. The Committee agreed.

Cllr. K. Wendt requested that the Committee consider that the Council does not hold an August Parish Council meeting. Cllrs. Fletcher and Freeman confirmed this had been adopted in the past. Cllr. Cheetham suggested that the August meeting have a minimum agenda, covering all necessary legalities such as Finance, and that the Councillors then take a walk together around the Parish. The Committee agreed.

Cllr. Gingell pointed out that the Standing orders refers to 'he', and suggested it be changed to 'he/she' or 'they'. The Committee agreed.

Cllr. C. Lee will draft the proposed changes discussed to the Standing Orders in time to present to full Council on Monday 13th November.

Cllr. C. Lee will also look into drafting a Terms of Reference for the Personnel Working Party.

Donations – Royal British Legion:

The Royal British Legion have provided a wreath to be placed on the War Memorial on Remembrance Sunday; the Committee suggested a donation of £75.

Pointer's East wish list and Section 106 Monies:

Cllr. Freeman provided the Section 106 wishlist that was collated approximately two and a half years ago, this list was sent to D. Minns at GYBC at that time. The Committee requested that the Clerk emails Cllrs. Hanton and Reynolds, cc'ing D.Minns and the F&GP Councillors, enquiring what arrangements have been made in relation to the Section 106 monies, and how much has been allocated to Ormesby St Margaret with Scratby Parish Council.

Scratby steps update:

A letter dated 18th May 2017 was sent to the appropriate Scratby businesses that would be affected if Scratby steps were to close, requesting that consideration be given to donating the funds required to make access to the beach safe. To date the Council have received no replies. The Chair confirmed that a second letter would be sent confirming that should the Parish be unable to raise the monies needed the steps would be closed at the end of the 2018 summer season. The Chair will also attempt to make contact with the locally based General Managers at the affected holiday parks to reiterate the request, and the urgency of the matter.

Making tax digital:

Cllr. Gingell reported that from April 2018 the government will be phasing out the Government Gateway and all VAT returns will need to be made via a type of accounting software. Whilst the Council are not registered to charge VAT, they do reclaim VAT using the V126 form.

SLCC membership:

The Clerk requested that the Council pay membership for the Society of Local Council Clerks. Proposed Cllr. C. Lee, seconded Cllr. K. Wendt – unanimous.

Matters for reporting, and items for next agenda:Matters for reporting:

The Clerk sought clarity on Jubilee Woods and the money to be received from N Power.

Items for next agenda:

- Grounds Maintenance tenders
- Keeping footpaths open – Cllr. Freeman

Date of next meeting:

The next meeting will be held on Monday 18th December 2017 at the Village Centre, Station Road, Ormesby St Margaret, at 7pm.

The Clerk left the meeting at 8.34pm.

Clerk's Salary and Pension:

The Chair and Vice Chair updated the Committee on the outcome of the Clerk's three month probation period review. The Committee agreed that the Clerk's salary and pension contributions would be reviewed again at her annual appraisal in October 2018.

The meeting closed at 9.10pm.

Signed: *Adrian Peck*

Date: 18/12/2017