

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

Held on Monday 5<sup>th</sup> March at the Village Centre, Station Road, Ormesby St Margaret, at 7pm

**Present:** Cllrs. Cheetham, Eagle, Freeman, Gingell, C. Lee, and K. Wendt.

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

**To accept apologies for absence:** None

**Declaration of interest:** None

### **Approve minutes of the 18<sup>th</sup> December 2017:**

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

**Matters Arising:** None.

### **Budget review:**

The Committee reviewed the Council's income and expenditure year to date and the full year forecast, and the reserves, as at the 28th February 2018. The Committee queried the reserves value held with Natwest, it was agreed the Clerk will investigate and report back. The Committee agreed that an independent financial review be undertaken every three months by two Councillors, recommending the next one be completed at the Parish Council meeting on Monday 12<sup>th</sup> March, by Cllr. Cheetham and Cllr. R. Wendt.

### **Review Asset Register:**

The asset register was reviewed, and the Committee noted that the additional land purchased at All Saints Parish Hall for £10,000 was not included. The Clerk is to add this and distribute the asset register to full Council, along with the insurance values determined earlier in the financial year.

### **Appointment of Internal Auditor:**

The Clerk requested the appointment of the Internal Auditor to be Brenda Hoskins of BH Accounting Services, as per previous years, for a fee of £75. The Committee agreed and recommended this be accepted at full Council.

### **Beach Cleaning Contract:**

The proposed beach cleaning schedule was presented along with the quotation from Great Yarmouth Borough Services (GYBS), the Clerk was unable to source any further quotations from alternative contractors. The Committee accepted the proposed beach cleaning schedule and quotation and recommend this be accepted at full Council.

### **Scratby Public Toilets Cleaning Contract:**

The proposed opening hours for Scratby public toilets were presented, along with quotations for the cleaning contract. The Clerk confirmed that a query had been raised with the price quoted by GYBS, a response has not yet been received. The Committee agreed the proposed opening times in principle but noted that a decision still needed to be made regarding the grant received from the Borough Council, the Clerk will contact them for an update and present it at full Council, along with an update on the query raised about the price quoted by GYBS.

### **Online Banking Access:**

The Committee agreed that the Parish Clerk, as the Responsible Financial Officer, will have view only access to the Lloyds current and savings bank accounts, and will be responsible for transferring the monies each month once approved at full Council. It was also agreed that a review of online security will be undertaken by the Finance and General Purposes Committee.

### **Risk Register Review:**

The risk register was reviewed and noted.

### **Scratby Steps:**

Update from Cllr. Peck: Cllr. Peck gave an update on the outcome of the meeting held with the Chief Executive, Shelia Oxtoby, of Great Yarmouth Borough Council. It was requested that contact be made with Cllrs. Hanton and Reynolds for the matter to be raised with Cllr. Plant. This was done and Cllr. Peck is now waiting to hear the outcome of this. Cllr. Gingell has conducted a great deal of research in relation to this matter and agreed to put his findings into a letter for the attention of the Borough Council.

Visual Inspection and Letter of Reassurance / Appraisal: The Committee agreed to a visual inspection and letter of reassurance being undertaken on Scratby steps by John Clare of Technicus Consulting for £250 plus VAT. The Chair gave permission for the Clerk to action this immediately using the authorisation granted to him under the Parish Council's financial standing orders, point 1.31.

### **Reserves Policy:**

Cllr. Peck put forward the recommendation to agree a reserves policy in which the Parish Council holds a minimum of 50% of its operating costs under general reserves as a contingency measure. The Committee agreed this, with a recommendation to full Council that it agrees to build up the general reserves over the next five years.

### **Council Employee's National Pay Award:**

The Clerk gave an update on the 2% proposed 'cost of living' pay increase for all Council employees, it was agreed to wait until the Government and Unions confirmed the exact pay increase, backdating it to the 1<sup>st</sup> April 2018 if required.

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

Matters for reporting: Cllr. Freeman reported that, to his knowledge, all the houses on the Pointers East development have now been sold, therefore suggested the Parish Council needed to agree a strategy at the next meeting regarding Section 106 monies. Cllr. Eagle asked that the Clerk request it be added to the next Parish Liaison meeting due to be held on Monday 12<sup>th</sup> March 2018.

Items for next agenda: Section 106 monies

Date of next meeting: The next meeting will be held on Monday 2<sup>nd</sup> July 2018.

The meeting closed at 8.40pm.

Signed: *Adrian Peck*

Date: 02/07/2018