

**Minutes of a meeting of Ormesby St Margaret with Scratby Parish Council Finance and General Purposes Committee
Held on Monday 2nd July 2018 at the Village Centre, Station Road, Ormesby St Margaret, at 7pm**

Present: Cllrs. Cheetham, Freeman, C. Lee, and K. Wendt. **Chair:** Adrian Peck. **Clerk:** Lisa Callow.

To accept apologies for absence: Cllr. Gingell

Declaration of interest: None. Cllr. Freeman questioned the wording regarding the declaration of interest on the agenda. It was agreed the Clerk and Cllr. C. Lee will review it, and the wording be removed from the agenda until the review is complete.

Approve minutes of the 5th March 2018: The minutes having been previously distributed were declared a true record and duly signed by the Chairman. Proposed Cllr. Freeman, seconded Cllr. Cheetham – Unanimous.

Matters arising from previous minutes:

- Update on change of access to Lloyds Bank account and the transferring of money between accounts – it was agreed that the Clerk and appropriate Councillors will make an appointment with Lloyds bank to update the online banking access, Cllr. Freeman will forward the forms previously used to the Clerk.
- Scratby steps update – the Clerk is currently in the process of completing an application for the Coastal Revival Fund for a sum of £47,804 to replace the steps, an updated quote has been obtained from Coles Steel Fabricators. Cllr. Charles Reynolds is also due to have a meeting with Shelia Oxtoby and Cllr. Graham Plant regarding the steps.

Review of current expenditure year to date, and discuss any additional expenditure due within the 2018/19 financial year:

The Committee reviewed the Council's income and expenditure for the first quarter of the 2018/19 financial year, and noted the extra expenditure including new railings erected on Scratby Green, the new pipework at the allotment, and repairs to Scratby steps.

The Committee agreed the quote of £50 from Bobby Dazzlers for the cleaning of the bus shelter on Beach Road, and agreed that the Clerk should seek approval from Norfolk County Council Highways regarding the installation of a new litter bin at the entrance to Jubilee Woods before agreeing the quote from GYB Services. The Committee agreed an increase in the Clerk's hours up to an extra five hours per week from 1st August 2018 until the end of the financial year to cover the current additional workload.

Review reserves and Natwest bank account balances:

It was agreed to undertake a tidying up exercise of the reserve accounts as follows - the Village Centre loan repayment fund will be made up to £55,000 and ear-marked to be used to repay the capital that will be outstanding on the loan in 2028, it was also agreed that the Clerk will find out what the early repayment terms are. The private road fund will remain ringfenced at £9,159.55. Both funds will sit in the Natwest account therefore a transfer of £3,351.81 will be made from Lloyds to Natwest to achieve this. All in favour.

Agree to use a current redundant Lloyds bank account as the dedicated account for the Community Newsletter:

A currently unused bank account will be used as the dedicated account for the Community Newsletter, the small amount currently in this account will be transferred to the main savings account, proposed Cllr. C. Lee, seconded Cllr. K. Wendt – Cllr. Freeman abstained. An assurance was requested from Cllr. Freeman that the Parish Council will not be funding the newsletter, the Chair confirmed that any money spent on the newsletter is that raised from selling advertising space.

Review and approve the Council's publication scheme as stipulated by the Information Commissioners Office, and the Council's Retention Policy (in relation to the General Data Protection Regulations):

The Clerk distributed the relevant paperwork in advance of the meeting, the Committee duly approved the policies – proposed Cllr. C. Lee, seconded Cllr. Freeman – unanimous.

Matters for reporting and items for next agenda:

Matters for reporting: Cllr. Freeman advised the allotment verges need cutting, and the village green trees need wisping – Clerk to follow this up with GYB services and Norse.

Following the recent incident at Gorleston Beach it was agreed to add an agenda item to the next Parish Council meeting regarding bouncy castle / inflatable use on Parish Council premises. Clerk to contact the Council's insurance company for further advice and guidance.

Items for next agenda: None

The next meeting will be held in September 2018 (exact date to be confirmed).

The meeting closed at 8.19pm.

Signed: *Adrian Peck*

Date: 24/09/2018