

**Minutes of a meeting of Ormesby St Margaret with Scratby Parish Council Finance and General Purposes Committee
Held on Monday 24th September 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.

Approve minutes of the 2nd July 2018: The minutes having been previously distributed were declared a true record and duly signed by the Chairman. Proposed Cllr. Cheetham, seconded Cllr. C. Lee – Unanimous.

Matters arising from previous minutes:

- Cllr. C. Lee updated the Committee on the declaration of interest wording to be used on the agenda, in brief a Council member should disclose a pecuniary interest and everything else should be in accordance with the Nolan principles. Cllr. C. Lee agreed to look at appropriate wording to be placed on the agenda, and the Clerk advised a review of the Council's Code of Conduct.
- As requested the Clerk obtained early repayment figures on the Village Centre Loan. As at 18th July 2018 the early repayment figure was £74,756.79 saving the Council £8,251.96 over the next ten years. The Committee agreed that this was not a viable option at this time, the Council do not have the funds available to make such a large one-off payment.
- The Clerk confirmed that she now has read-only access to the bank accounts, and all funds have been aligned as per the recommendation made at the last Committee meeting.

Review of current expenditure year to date for the 2018/19 financial year:

The Committee reviewed the Council's income and expenditure for the first five months of the 2018/19 financial year and noted that with the exception of the allotment tenancies the majority of the expected income had been received. Additional income is expected from the insurance claim following the burst pipe at the Pavilion and the only other income will relate to any burial or memorial applications. The Chairman queried the agreement with the contractor who is responsible for opening and closing the gates at the recreation ground, when on holiday he still invoiced the full amount and the task was undertaken by Parish Councillors. It was agreed to seek clarity from the Contractor on the matter.

Review the full year forecast and make any required amendments:

The Clerk presented a full-year forecast for review by the Committee, it was noted that GYB Services are yet to submit any invoices and are to be expected at the end of the financial year. Cllr. Freeman requested the Clerk contact them to obtain details on the number of grass and hedge cuts undertaken this year, in particular at the Burial Ground, as he believes that the contract has not been fulfilled. The Committee noted the full year forecast, the Clerk advised that the final invoice for the emergency electrical work was not in the forecast however this will be covered by the insurance claim. Currently the forecast is predicting a year-end surplus of £4,553.60.

To discuss current and future tender and quotation requirements:

There are a number of quotations outstanding for the current year which include pollarding the lime trees on the village green, tree work at the Burial Ground, lowering of the recreation ground hedge, and painting and roof repairs to the bus stop on Yarmouth Road. Ormesby Lads Football Club (OLFC) requested the Parish Council pay for repairs to the doorstep of the Pavilion's outside toilet, Cllr. C. Lee confirmed the agreement between the Parish Council and OLFC states the Council are responsible for any exterior building work to the Pavilion. It was agreed that the Chairman would inspect the step before making any recommendations for repair work.

Undertake 2018/19 budget planning:

The Clerk will present a budget plan at the next Finance and General Purposes meeting. It was agreed that the Scratby public toilet's opening hours should be extended as they are not open long enough to cater for the holiday season. Prior to the meeting the Clerk obtained prices from GYB Services for the old part of the Churchyard and old conservation area to be cut at the same time as the rest of the Churchyard and Burial Ground (approximately 17 times per annum) as requested by the Burial Ground Committee, the cost would be an extra £1,449.25 pa based on current year prices. Cllr. Freeman stated he felt it was not necessary.

To review and approve the new model Standing Orders as provided by NALC following the introduction of GDPR, and existing Financial Standing Orders:

It was agreed that this agenda item be postponed until the next Finance and General Purposes meeting to give the Clerk additional time to review the document and advise the Committee of any changes.

Matters for reporting and items for next agenda:

Matters for reporting: Cllr. Freeman noted that the hedge at The Dell had still not been cut back further.

Items for next agenda: Review and approve Standing Orders and Financial Standing Orders.
To undertake and approve budget proposal and precept requirements.

The next meeting will be held on Monday 19th November 2018 at 7pm, at the Village Centre, Station Road, Ormesby St Margaret.

The meeting closed at 8.16pm.

Signed:

Date:

DRAFT