

**Minutes of a meeting of Ormesby St Margaret with Scratby Parish Council Finance and General Purposes Committee  
Held on Monday 19<sup>th</sup> November 2018 at the Village Centre, Station Road, Ormesby St Margaret, at 7pm**

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

**To accept apologies for absence:** None.

**Declaration of interest:** Cllr. Scott-Greenard in the event donations were discussed re Citizens Advice Bureau.

**Approve minutes of the 24<sup>th</sup> September 2018:** The minutes having been previously distributed were declared a true record and duly signed by the Chairman. Proposed Cllr. Cheetham, seconded Cllr. K. Wendt – Unanimous.

**Matters arising from previous minutes:** Cllr. C. Lee confirmed the previous wording used on the agenda explaining the Declaration of Interest was correct and the Committee agreed it could be added back to the agenda going forward.

**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 seven months of the 2018/19 financial year and noted that the majority of the expected income has now been received. There is still a small amount of allotment tenancy rents due and any other income generated will be adhoc.

**To review the full year forecast:** The Clerk presented a full-year forecast for review by the Committee. It was agreed the Clerk will research investing up to £40,000 of the reserves fund into a low risk, high interest investment product for five to seven years, proposed Cllr. Gingell, seconded Cllr. Freeman – unanimous. The Clerk confirmed she is yet to make enquires with GYB Services regarding the number of grass cuts undertaken within the year, this will be done in time for the next Committee meeting. The Committee noted the updated full year forecast which is currently predicting a year-end surplus of approximately £1,199.

**To agree 2019/20 tenders and contractors:** The following was discussed and agreed: -

- To contact both contractors who provided quotations for grass cutting at the recreation ground and Scratby Green and discuss options regarding splitting the contract into two;
- Speak to the Bowls Club to request a contribution towards the cutting of the hedge around the bowling green for the 2019/20 financial year and future years;
- Check with the current bin contractors on the number of bins emptied at the burial ground, and accept the quote from GYB Services for 2019/20; and
- Request a breakdown of work undertaken this financial year from GYB Services in order to review their service.

**To undertake 2019/20 budget planning including the proposed precept and CCF Grant requirements:** Following discussion by the Committee of the proposed budget prepared by the Clerk the Committee agreed to a 2019/20 expenditure budget of £103,548. The proposed precept is £59,178, CCF Grant £25,500, and other income and grants £14,513. The shortfall is to be covered by general reserves. Proposed Cllr. Cheetham, seconded Cllrs. Freeman and Gingell – unanimous.

**To review and approve the new model Standing Orders as provided by NALC following the introduction of GDPR, and existing Financial Standing Orders:** The new model standing orders prepared by NALC were presented, changes reviewed, and approved by the Committee, proposed Cllr. Peck, seconded Cllr. Scott-Greenard – unanimous. No changes were made to the financial standing orders which were approved by the Committee, proposed Cllr. Peck, seconded Cllr. K. Wendt – unanimous.

**To discuss and agree moving to payment of invoices by BACS and the requirement for the Council to have a Cashcard:** It was agreed this item would be discussed at the next Finance and General Purposes Committee meeting.

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

Matters for reporting: None.

Items for next agenda: Funding of Scratby steps.

Banking – moving to payment by BACS and proposal of a charge card.

The next meeting will be held in January 2019 – date to be confirmed.

The meeting closed at 9.26pm.

Signed:

Date: