



Oulton Broad Parish Council

Minutes of the Finance Committee

for the meeting of Wednesday 1st July 2020

held virtually using Zoom

Present: Councillors Christine Ashdown, Benvenuto Falat, Brian Keller, Sandie Keller, Andrew Page (Chairman) and Andy Penman.

Also, in attendance: Tina Page (Clerk).

F164. Welcome: The chairman welcomed everyone to the meeting.

F165. Announcement on Reporting:

Councillors and members of the public will be reminded that in the interests of openness and transparency, the law permits filming, recording or other means of reporting of meetings.

F166. To receive and consider acceptance of apologies for absence: None

F167. Declarations of Interest and dispensations:

F167.1 To receive Declaration of Disclosable Pecuniary and Non-Pecuniary interests from councillors on items on the agenda - None

F167.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests - None

F167.3 To note any dispensations previously granted. - None

F168. Minutes:

Minutes for the outstanding meetings will be approved once we have face to face proper meetings.

F168.1 To review outstanding issues from last meeting.

F51. Clerk to chase Barclays Bank for the debit card – The Clerk reported that she has filled in another form. This is the fifth one!

F157 Cllr Page to order hand sanitiser – Delivered.

F159 Cllr S Keller to contact Lowestoft College regarding the rebuild of the shelter – Cllr S Keller has had no luck in contacting them. On hold until September.

F162 Clerk to contact IHT regarding the CCTV in Colmans Shed – Move to the Colmans Shed later. The main CCTV system in the office is causing issues. The weight of the cables is pulling themselves out of their plugs. There was a discussion on the Police requesting CCTV footage. **Action Clerk** to purchase USB's for the recording of the footage.

F169. Public Forum: An opportunity for members of the public to make comments on any matters on this agenda – None.

F170. Payments: to agree payments as per payment schedule.

The payments due for payment are: Norse partnership fees £7710.00 and Dessol for the domain, docmonster and emails £573.00. The total of £8283.00 were approved for payment. Proposed by Cllr Page and seconded by Cllr S Keller. **ALL AGREED**

There was a discussion on the problems with emails obpc.uk, Outgoing problems. It was suggested that we get instructions on the installation for all platforms using emails. **Action Clerk** to obtain these instructions.

The payments for Norse were discussed and the services during lockdown. It was agreed that we should receive a refund. **Action Clerk** to request a meeting with Richard and John from Norse.

F171. To note the receipts and payments for the year: ongoing

F172. To discuss the change from Receipts and Payments to Income and Expenditure:

Due to the fact that our receipts and payments have exceeded the £200k threshold over the three years, we need by law to go to the income and expenditure accounting system. This would cost £300 for Rialtas to upgrade the OBPC system. Note that the NEP Trust system will be staying the same, receipts and payments. **ALL AGREED**

F173. To discuss the grants for Defibrillators and agree any action: The cost for a defibrillator would be in the region of £1500, based on the costings from a London based Charity. Heart to Heart would not consider helping us, as they already have installed one at the Harbour Master and one at St Marks Church. **Action Cllr Falat** to ask Waveney Sailability where they sourced the one for the yacht club. This will need further investigation.

F174. To discuss the quotes for services from Norton and Peskett and agree any action: Norton and Peskett have agreed to act for us, at the cost of £215 + VAT per hour. **Action Clerk** to ask them would they consider going down to the same as Nicholsons charges.

F175. To review the current website (Suffolk Cloud) and discuss the new websites designed for parish councils using Wix.com and agree any action:

The parish website is hosted by Suffolk Cloud at the moment. There are better sites about that are better for all platforms, laptops and mobiles. The Clerk has updated her other parish website using Wix.com. This has proved to be so much better. The company would provide a template for the larger councils, with more singing and dancing. Their quotation for the work is £825.00, including a reduction for being a Norfolk Parish Training and Support member. We would need a page dedicated for the NEP Trust. Proposed by Cllr S Keller and seconded by Cllr Penman to go ahead with the new website. **ALL AGREED**

F176. To discuss Cllr Ashdown's request to review the Internet Provider for OBPC and the Museum:

There are two different broadband providers. Currently we do not have the details for the museum. East Suffolk Council will be handing this over to NEP Trust shortly. Await until we can merge the two, including the flat.

F177. To discuss the re-opening of the Pavilion and Playgrounds and agree any action:

Norse have actioned the re-opening of the playgrounds. We would need to deep clean the Pavilion, if we were to open it to the public. **Action** to source a deep cleaning solution for COVID-19, provide at least two quotes. **Action Cllr Ashdown** to send the Clerk the contact details of the present cleaner.

F178. Items for the next agenda:

To note date of next Finance Committee Meeting 5th August 6pm

F179. To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public be excluded from the meeting on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the business to be transacted:

There being no more items to discuss the meeting closed at 7.30pm

Minutes approved on 2020

Signed
Finance Chair