



Oulton Broad Parish Council

Minutes of the Finance Committee for the meeting of Wednesday 2nd September 2020 held virtually using Zoom

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

Also, in attendance: Tina Page (Clerk).

F193. Welcome: The Chairman welcomed everyone to the meeting.

F194. 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.

F195. To receive and consider acceptance of apologies for absence: None.

F196. Declarations of Interest and dispensations:

F196.1 To receive Declaration of Disclosable Pecuniary and Non-Pecuniary interests from councillors on items on the agenda - None

F196.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests - None

F196.3 To note any dispensations previously granted - None

F197. Minutes:

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

F197.1 To review outstanding issues from last meeting.

F170 Clerk to obtain instructions for the installation of OBPC email for all platforms – Ongoing.

F198. Public Forum:

No members of the public present.

F199. Payments: to agree payments as per payment schedule:

Norse	Partnership Fees	7710.00
Clerk	Expenses	175.13
TOTAL		£7,885.13

Proposed to agree payments of £7885.13, by Cllr S Keller and seconded by Cllr Falat.

F200. To note the receipts and payments for August 2020: RBS are sorting out the upgrade to Income and Expenditure and has the database, so cannot amend until this is

done.

F201. To receive an update on the issues with the office printer and laptop and agree any action: The Clerks laptop is corrupt and a new one has been purchased. Microsoft 365 has been ordered. Clerk will install the printer on the new laptop tomorrow and see if it works. Generally, work in progress.

F202. To discuss the costings relating to the new Admin Assistant and agree any action: The Admin Assistant will be on the first scale of the National Joint Council pay scale. The Clerk will train the assistant and there will be a period of overlap. It was agreed that the assistant will be on 12 hours a week, over three days. Probation of 6 months, then a pay review. Proposed by Cllr Ashdown and seconded by Cllr S Keller. **ALL AGREED**
The job advert will be placed with Reed and Indeed. Maximum spend £50, Proposed by Cllr Page and seconded by Cllr Falat. **ALL AGREED**

F203. To discuss the Neighbourhood plan and agree any costings: The advertisement has been in the paper for two weeks. We have one person interested. To be published in the Parish Press in October.

F204. To discuss any thoughts on the budget expenditure for next year and agree any action. What projects will not happen in 21/22: The project will include most of the internal reimbursements for the flat above the museum. Integrity will be coming back with new costings for the security team. Budgeted for the electrics in Sheds 1 – 7, **Action Clerk** to get a revised quote. Plan set to undergo this work in January and February 2021. Increase the grant budget from £3000 to £5000. No other planned projects will go ahead.

F205. To receive an update on the CIO for OBWSC and PWLB and agree any action: There are two main streams of income, the schools and ad-hoc general public. The Constitution and Business Plan is progressing well. **Action Clerk** to register for a CIO with the Charity Commission as soon as it is possible. There is a consideration that we would apply for a Public Works Loan Board for Museum repairs/Flat refurbishment/OBWSC. The Business Case will show what is needed for the Museum and Flat. OBWSC would need about £60,000.

There will be a need to prop up the Water Sports Centre to keep them going through the Winter and next year.

The lease was discussed and it was agreed that we would give them free rent for the rest of the year. 50% rent reduction for the first 6 months in 2021 and 25% rent reduction for the remaining 6 months of that financial year. This was proposed by Cllr B Keller and seconded by Cllr S Keller. **ALL AGREED**

F206. To receive an update on the status of the CCTV and agree any action: The CCTV is still not working effectively. Current budget is £2974.56. There is now 90% of digital sensors installed. Date to be confirmed to finish this off.

F207. Items for the next agenda: Draft Budget

To note date of next Finance Committee Meeting: 7th October 2020 6pm

F208. 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: transacted:

There being no more items to discuss the meeting closed at 7.45pm

Minutes approved on 2020

Signed
Finance Chair