



Oulton Broad Parish Council
Minutes of the Finance Committee
for the meeting of 15th January 2020

held in The Pavilion, Nicholas Everitt Park, Oulton Broad

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

Also, in attendance: Tina Page (Clerk).

F115. Welcome.

F116. 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.

F117. To receive and consider acceptance of apologies for absence: Apologies were received and accepted for Cllr S Keller.

F118. Declarations of Interest and dispensations.

F118.1 To receive Declaration of Disclosable Pecuniary and Non-Pecuniary interests from councillors on items on the agenda. Cllr Page reported that he has an interest in item F124.

F118.2 To receive and consider written requests for dispensations for Disclosable Pecuniary Interests.

F118.3 To note any dispensations previously granted.

F119. Minutes.

To consider the accuracy and approve the minutes of the 4th December 2019: The minutes were proposed as being an accurate record by Cllr Penman and seconded by Cllr B Keller.

ALL AGREED

F119.1 To review outstanding issues from last meeting.

F51. Clerk to chase Barclays Bank for the debit card – The Clerk chased this again on 7th January, there is another form in the post.

F101. Clerk to speak to Badgers regarding the missing fence at Monckton Avenue, and receive an update on the contamination report – There is need for more contamination tests and therefore more cost! This will be taken out of the 'ring-fenced' funds. Norse has put some heras fencing up in the interim.

F112. Cllr Falat to review the charges for the passport to leisure – Cllr Falat reported that this is complex reporting, this is now not part of the passport to leisure. The public tennis courts will be free of charge, due to a no working charging system. The tennis club have priority use over the blue tennis courts and the changing room. Agreed to charge them a fixed standard fee, £4.50 per hour. This will be reviewed every year + 2% inflation increase. **Action Clerk** to arrange a meeting with the tennis club. Cllrs S Keller and Ashdown to attend the meeting. The Council/Trust has a duty to maintain the courts, this year, this is being outsourced. Cllr Page would like an article to go in the newsletter.

F120. Public Forum: None

F121. Payments: to agree payments as per payment schedule.

S Challis	Cleaner services	£67.50
ES Norse	Partnership fees	£6,285.60
Nicholson Solicitors	OBWSC	£497.80
Norfolk PTS	Allotment course	£48.00
ES Norse	Installation and removal Christmas Tree	£576.00
		<u>£7,474.90</u>

Proposed payments of £7,474.90 by Cllr Ashdown and seconded by Cllr B Keller.

ALL AGREED

F122. To receive an update on payments and receipts for December 2019: These are now on Docmonster to save the printing.

F123. To approve the bank reconciliations for December 2019: Handed to Cllr Penman today.

F124. To discuss and agree the rate for external companies advertising in the Newsletter and agree any action: The notion is to sell some advertising space on the newsletter and reduce the costs to the council. Ask local shops if they would like to advertise. The following costs were approved:

Advert size	Cost per advert
1/8 page	£15
1/4 page	£30
1/2 page	£40
Full Page	£60

Proposed by Cllr Penman and seconded by Cllr B Keller.

**4 AGREED
1 ABSTAINED**

Limit the advertisements to 1½ pages in total. Advertisers will need to provide completed art work to the designer, or their artwork can be created by the designer and billed directly from designer to advertiser. Advertisers should be located within the parish area or be running events within the parish area. Those wishing to advertising anything outside of the parish area will be at the discretion of the clerk and chair. All advertisements should be suitable for 'family viewing', with discretion for this by the clerk and chair.

To Discuss the information to go in the newsletter, and agree any action:

Timescales, articles to the Council by end of January and August. To press by end of February and September. **Action Clerk** to speak to Nearly Festival regarding Sponsorship.

Items to go in:

Community Shop idea.

Neighbourhood Plan

CCTV

Events Guide

Councillor vacancies

Monckton Avenue – Community Orchard/Woodland area.

Bonds Meadow

Museum

Amy Yeldham

OBPC Finance Committee

Chair of Events, small article regarding the events for 2020.
Chair of the Parish, Cllr S Keller.

Action Clerk to speak to Mini Zoo for advertising the Mini Zoo.

F125. Items for the next agenda: Nothing

To note date of next Finance Committee Meeting 6pm 5th February 2020.

F126. 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 on5th February..... 2020

Signed
Finance Chair