



## Oulton Broad Parish Council

### Minutes of the Finance Committee

### for the meeting of 4<sup>th</sup> September 2019

held in The Pavilion, Nicholas Everitt Park, Oulton Broad

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

**Also, in attendance:** Tina Page (Clerk).

**F63. Welcome:**

Cllr Page welcomed everyone to the meeting.

**F64. Announcement on Reporting:** The right for the public to record the meeting were noted. However, there were no members of the public.

**F65. Apologies:** Cllrs Cooper and Falat.

**F66. Declaration of interests and dispensations**

F66.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

Cllr Page has an interest in F58

F66.2 Receipt of written interests.

None

F66.3 Dispensations granted.

None.

**F67. Minutes:**

F67.1 To approve the accuracy of the minutes of the 7<sup>th</sup> August 2019. The minutes were agreed as being an accurate record. Proposed by Cllr S Keller and seconded by Cllr Penman.

**ALL AGREED**

F67.2 To review outstanding issues from last meetings:

F51. Clerk to chase Barclays Bank for the debit card – ongoing.

F55. Clerk to book the Vibettes for 9<sup>th</sup> August 2020 – done

F55. Clerk to write to the retailers within the park and outside the park to see if they would like to contribute to the VE and VJ event days – too early, to be done in February/March. Closed.

F57. Clerk to notify the IMPACT team and get them on board – done, now looking at next year and budgeting. Approach the Police for funding. Propose £5,000 in the Budget for 20/21, although it should be noted that they do not work weekends.

F58. Cllr Page to investigate the measurements and funding costs for the walls in Salt Water Way – 8' x 4' £140 per panel, 5 or more £120 per panel. Charge businesses £60 per business.

F58. Cllr S Keller to contact D Mortimer to find out who the walls belong too – It is not highways, Cllr S Keller has contacted Planning, await a response.

F62. Clerk to arrange a meeting with P WS to discuss staffing – ongoing, arrange for two meetings for the same day.

**F68. Public Forum:** No members of the public present.

**F69. Payments:** To agree payments as per payment schedule:

Nicholsons	OBWSC fee	£785.80
Nicholsons	general	£152.00
Nicholsons	Leaseback	£1,922.00
Nicholsons	OBWSC	£714.40
Nicholsons	general	£228.00
PKF Littlejohn	External Audit	£960.00
Anglia Electrical	Additional fire extinguishers	£156.58
Cleaner	3 x weeks	£54.00
ESC	Election uncontested	£87.04
		£5,059.82

Proposed to agree Bacs transactions of £5059.82 by Cllr S Keller and seconded by Cllr Ashdown **ALL AGREED**

It was suggested and agreed that in future we state a ceiling limit for Nicholsons on individual projects.

**F70. To receive an update on payments and receipts for August 2019:** Handed out before the meeting, noted.

**F71. To approve the bank reconciliations for July and August 2019:** Cllr Penman has approved the July reconciliations. August were handed to him at this meeting.

**F72. To receive an update on 20/21 budgets:** There is no increases from Dessol Replacing the no flow plates with barriers were discussed. We need an update of the quotes for the kitchen refurbishment, Precision Pipework, BT for the Museum, Christmas tree lights, Barrier, and an additional 3 columns in the Avenue. **Action Clerk** to chase all these up.

**F73. Items for the next agenda:** Planning and grants for the Disabled Swing, Kitchen update and Budgets.

**F74. Date of next meeting:** 2<sup>nd</sup> October 6pm.

**F75. 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:**

The Clerk informed the Councillors that the External Audit report was in their handouts. Could they all review this, ready for the Full Council meeting.

There being no more items to discuss the meeting closed at 7.00pm

Minutes approved on .....3<sup>rd</sup> October..... 2019

Signed .....  
Finance Chair