



Oulton Broad Parish Council
Minutes of the Finance Committee
for the meeting of 3rd April 2019

held in The Pavilion, Nicholas Everitt Park, Oulton Broad

Present: Councillors Christine Ashdown, Russell Cooper, Ben Falat, Brian Keller, Andrew Page (Chairman) and Andy Penman

Also, in attendance: Tina Page (Clerk).

F163. Welcome:

Cllr Page welcomed everyone to the meeting. The right for the public to record the meeting were noted. However, there were no members of the public. Due to the Pavilion being refurbished, the meeting was held in the Yacht Club.

F164. Apologies: Cllr S Keller sent her apologies.

F165. Declaration of interests and dispensations

F165.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

None

F165.2 Receipt of written interests.

None

F165.3 Dispensations granted.

None.

F166. Minutes

F166.1 To approve the accuracy of the minutes of the 6th March 2019.

The minutes of 6th March, were agreed as being an accurate record. Proposed by Cllr Ashdown and seconded by Cllr B Keller.

5 AGREED

1 ABSTAINED

F166.2 To review outstanding issues from last meeting.

F149. To reconcile and agree bank statement for February 2019: Reconciled by Cllr Penman.

F154. Cllr Ashdown to provide quotes for the pavilion curtains and blinds: Both have been ordered. Curtains are awaiting decoration.

F158. Clerk and Cllr Cooper to provide contacts to undertake an Independent Examination Report: **Action Clerk**, to source whether PKF Littlejohn would undertake it.

F159. Cllr Page to source costing for anti-vandal film for two noticeboards: Sourced, costed at £72 Incl vat

ALL AGREED

F167. Public Forum: No members of the public present.

F168. Reports:

To note and agree the bank reconciliations outstanding for March 2019: Ongoing.

To note the payments and receipts @31/03/19: Ongoing.

F169. Payments: To agree payments as per payment schedule:

BACS			
Seletar Signs	Anti Vandal Film	£72.00	
Oulton Broad Plumbing and Heating			pay 1500
	final balance if agreed	£3,071.00	
Sentinel Leisure Trust	Sprytar	£2,500.00	
Suffolk Cloud	Annual Website hosting and support	£100.00	
Nicholsons Solicitors	OBWSC	£209.00	
Elementary Signs	as agreed	<u>£2,252.40</u>	
		<u>£8,204.40</u>	

Payments between meetings. A repayment to WDC for duplicate grant received for £2,500.

Agreed to pay Seletar Signs before the Anti Vandal film has been installed. Pay OB Plumbing and Heating £1500. The outstanding balance will be paid once the snag list is completed. Proposed to recommend payment by Cllr Page and seconded by Cllr Ashdown.

ALL AGREED

F170. To receive an update on the pavilion refurbishment works underway, and agree any action: There is a huge snag list for the decorating and time is short. Cllr Page and Clerk to finish off the Changing Room on Saturday. Sand down the white skirting back to the wood and paint with wood stain in main hall. Re-decorate where necessary. Hopefully work will be completed by 20th April 2019. If work proved to be too big, then we would use the second contractors that quoted. Proposed by Cllr Page and seconded by Cllr Ashdown.

5 AGREED

1 AGAINST

Fire Doors quote is £318.33, coming out again to re-measure. Proposed to agree the quote for the fire doors. Proposed by Cllr Cooper and seconded by Cllr Penman. **ALL AGREED**

Action Clerk to contact Norse to plain the internal doors, that now do not fit since the flooring has been completed. Electricians will be coming in on Friday to second fix and install the heaters.

The external store still needs to be clad with ply and make the new wood wall secure with back meshing.

F171. To receive an update on the Museum: The two quotes for the heating have not been received. **Action Clerk** to receive quotes for the fire alarm system. Seek a quote for both intruder and fire alarm systems from Chubb Security.

F172. To receive an update on the reserves going into year 3 and agree any action: At the moment in time, it looks like we will have £82,500 going into reserves. Norse has received the bill for repairing the water leak in the park. It was originally quoted as £2,500. The bill has come through over £5,000. Norse has asked if we would meet them half way, paying £4,000. Proposed by Cllr Page and seconded by Cllr Falat. **ALL AGREED**

F173. To receive an update on Barclays online banking and agree any action: The Clerk still cannot create payments. It was noted that there is interest going into the Trust Community Account.

F174. Items for the next agenda: none.

F175. Date for next meeting: 6pm 1st May 2019.

F176. 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 discussed the planned Annual Parish Meeting on 15th April, it was considered that the Pavilion would not be ready in time. Re-schedule for the 20th May 2019.

There being no more items to discuss the meeting closed at 7.10pm

Minutes approved on1st May 2019

Signed
Finance Chair