



**Oulton Broad Parish Council**  
**Minutes of the Finance Committee**  
**for the meeting of 5<sup>th</sup> June 2019**

**held in The Pavilion, Nicholas Everitt Park, Oulton Broad**

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

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

**F1. Welcome:**

Cllr Page welcomed everyone to the meeting.

**F2. Announcement on Reporting:** The right for the public to record the meeting were noted. However, there were no members of the public.

**F3. Apologies:** Cllrs Cooper and S Keller.

**F4. Declaration of interests and dispensations**

F4.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

None

F4.2 Receipt of written interests.

None

F4.3 Dispensations granted.

None.

**F5. To appoint a Chairman for the Finance Committee:** Cllr Page was proposed again this year. Proposed by Cllr Ashdown and seconded by Cllr B Keller. **ALL AGREED**

**F6. To appoint a Vice Chairman:** Cllr Penman volunteered, but stood down, when it was suggested that it would not be transparent if he was agreeing the bank reconciliations. Cllr Penman proposed Cllr Ashdown, seconded by Cllr B Keller. **ALL AGREED**

**F7. Minutes:**

F7.1 To approve the accuracy of the minutes of the 1<sup>st</sup> May 2019. The minutes were agreed as being an accurate record. Proposed by Cllr B Keller and seconded by Cllr Penman. **ALL AGREED**

F7.2 To review outstanding issues from last meetings:

F158. Clerk has emailed Cunningham and Lovell Blake, asking for a quote. We have not heard back from them.

F187. To receive an update with the Lowestoft Ferry – IBTC in talks with Mincarolo Trust.

**F8. Public Forum:** No members of the public present.

**F9. Payments:** To agree payments as per payment schedule:

**BACS**

<b>Elite Interiors</b>	Flooring for the Pavilion	£4,393.34
<b>Broadland Security Alarms</b>	Final bill	£62.00
<b>ESPO</b>	Stationery	£80.83
<b>ESC</b>	TEN's	£42.00

<b>Cleveland Joinery</b>	Skirting for toilets	£473.04
<b>Cleveland Joinery</b>	Fire doors and wired glass	£2,199.09
<b>OA Chapman</b>	Leisure Centre	£240.00
<b>Furnitubes</b>	Cycle Stands	£326.40
<b>Martin Hailes Design</b>	Playground signs	£144.00
<b>Seletar Signs</b>	3 x anti vandal film	£108.00
<b>Tina Page</b>	travel, cleaner, stamps, address books	£259.88
		<u>£8,328.58</u>

Proposed to agree £8328.58 by Cllr Penman and seconded by Cllr B Keller **ALL AGREED**

Agreed to hold back the payment to Elite Interiors until they finish of sealing the floor. This is on hold until the skirting in the toilets are painted. **Action Clerk** to set this up for next week.

**F10. To receive an update on the Museum on outstanding items:** We have received quotes for the exterior window work that is costing £8,369.21, this will be put to the Full Council for agreement. The immediate costings for the repair of the broken window is £363.00. Proposed by Cllr Page to accept this and seconded by Cllr B Keller. **ALL AGREED**

**F11. To agree the spend of one-way film for the Pavilion Sliding doors:** The cost has come by £12 per pane. Total £216. Proposed by Cllr Page and seconded by Cllr Ashdown. **ALL AGREED**

**F12. To receive an update on payments and receipts for April and May 2019:** Still ongoing.

**F13. To approve the bank reconciliations for April and May 2019:** Still ongoing.

**F14. To receive an update on Barclays online banking and agree any action:** The Clerk reported she now has access!

**F15. To approve the costings for the signage for all the play area:** There are five play areas, total of 11 signs, costing £504.00. Proposed by Cllr Page and seconded by Cllr Penman. **ALL AGREED**

**F16. To note the request for play area in Clarkes Lane, and note our findings:** The land they are requesting is not actually OBPC's. The Council has responded to the parishioner.

**F17. To discuss the reimbursement of the volunteer who helped paint the pavilion and agree any action:** After some discussion it was agreed to pay him £250.00. Proposed by Cllr Penman and seconded by Cllr Ashdown. **ALL AGREED**

**F18. To approve the two councillors required to approve the bank reconciliations:** It was agreed that only one councillor needed to approve these. Cllr Page proposed Cllr Penman, who was happy to continue with this. The bank signatories were noted for this year as being the same: Cllrs Page, S Keller, Ashdown and Falat.

**F19. To receive an update on TopCashBack system and agree any action:** The account has now been setup. It is web based, click through the system first then purchase your items. **Action Clerk** to see whether the council is able to invest their savings into investment schemes.

**F20. To receive an update on the park shelter and agree any action:** Lowestoft College will be doing the brick work needed for the paths either side of the Avenue, reforming the

shape of the steps, and the brick work around the edge of the shelter. Also repointing of the crazy paving. The woodwork department will be building the shelter at the college site then transport it here. Rachel is trying to get Persimmon to contribute to the roof.

**F21. To discuss a new bin in Higher Drive and agree any action:** There is need for a litter bin between Higher Drive and Kesgrave field. It was also noted that there needs to be bin at the old Spar in Bridge Road. Agree the cost for both as £800. Add these two to the waste emptying round. Proposed by Cllr Ashdown and seconded by Cllr Page. **ALL AGREED**

**F22. Items for the next agenda:** Find out what happened to the grit bin requested in Higher Drive.

**F23. Date for next meeting:** 6pm 3<sup>rd</sup> July 2019.

**F24. 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 7.10pm

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

Signed .....  
Finance Chair