



Oulton Broad Parish Council
Minutes of the Finance Committee
for the meeting of 6th March 2019

held in The Pavilion, Nicholas Everitt Park, Oulton Broad

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

Also, in attendance: Tina Page (Clerk).

F144. 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 and there were no toilets, the meeting was held at Cllr Ashdown's house. Cllr Page, thanked Cllr Ashdown for the use of her lounge.

F145. Apologies: Cllr Falat sent his apologies.

F146. Declaration of interests and dispensations

F146.1 Declaration of Disclosable Pecuniary and Non-Pecuniary interests.

None

F146.2 Receipt of written interests.

None

F146.3 Dispensations granted.

None.

F147. Minutes

F147.1 To approve the accuracy of the minutes of the 6th February 2019.

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

4 AGREED

2 ABSTAINED

F147.2 To review outstanding issues from last meeting.

F133. Reconcile and approve bank reconciliations for Dec18 and Jan 19: These have been approved by Cllr Penman. Cllr Cooper stated that the Barclays online authority should now be working.

F148. Public Forum: No members of the public present.

F149. Reports:

To note and agree the bank reconciliations outstanding for February 2019: Cllr Penman to action.

To note the payments and receipts @28/2/19: Noted.

F150. Payments: To agree payments as per payment schedule:

BACS

Norfolk PTS	Annual Subscription	£500.00
ESPO	Stationery	£74.86
Waveney Norse	Partnership Fees (March)	£7,350.00
WAS Ltd	Insulate roof	£1,445.40

RBS	Annual Subscription	£142.80
Oulton Broad Plumbing	Interim payment	£2,500.00
		£12,013.06
Direct Debit		
Daisy Communications	March	57.47
		£12,070.53

Proposed to recommend payment by Cllr Ashdown and seconded by Cllr S Keller.

ALL AGREED

F151. To receive an update on the play equipment for NEP, and agree any action: The equipment has been ordered from the suppliers. It was agreed to provide a banner to put on the side of the old play equipment, notifying them of the change, at the cost of £50 + VAT.

F152. To receive an update on the pavilion refurb works underway, and agree any action: It was noted that the plumber is having difficulties with the glue setting due to the damp and cold walls. The electricians are finished and await the decorating to be completed. The outside storage is coming on nicely.

F153. To discuss the quotes received for the Altro flooring in the main hall and other areas and agree the costings: The quote received was for the whole building except the Kitchen. Total price is £3,956.12 + VAT. Proposed to agree this quote, by Cllr Page and seconded by Cllr Penman.

ALL AGREED

The fire doors were discussed; the current doors are non-standard size. Cllr Page is obtaining a quote for these from another supplier.

F154. To discuss the quotes for the pavilion curtains and blinds and agree the costings: The curtains would be plain and 'black out'. Blinds for the end windows, and vertical blinds for the main doors, suggest off white or cream colour. **Action Cllr Ashdown** to arrange visits and costings.

F155. To discuss the quotes for decorating the main hall: Cllr Ashdown has received two quotes, a) £400 and b) £575. To paint hall, corridor and changing rooms with trade paint, treat the plaster first before painting. The third quote did not turn up. Proposed to go with quote a) £400, by Cllr Penman and seconded by Cllr Ashdown.

ALL AGREED

F156. To discuss the quote received regarding the cellar problem at the museum and agree any action: We have received an annual quote from BSA for intruder alarm, this was considered very high and new quotes are being sort. Cllr Falat has received a quote from Pumps4All regarding the services within the park and the cellar water issues. It was proposed by Cllr Penman, to agree the quote for stage 1 at £4,200 + VAT, seconded by Cllr Cooper. This would include the testing the water in the cellar to identify the source and also to identify the function and route of the steel/iron pipe above the landspring drain. Provide marked up pictures on maps to show the information obtained.

ALL AGREED

F157. To discuss the findings and costings from the Norse meeting held on 28/2/19: At present nothing needed voting on.

F158. To note the costings for the internal audit: The cost for the internal audit for the Parish Council is £375 and the internal audit for the Trust is £300. This was proposed by Cllr Cooper and seconded by Cllr S Keller.

ALL AGREED

However, it was noted that due to the gross income for the trust, exceeding £25,000, we will need an Independent Examination Report instead of an internal audit. **Action Clerk** to source who is able to undertake this. **Action Cllr Cooper**, to provide a list of people, as well.

F159. To receive an update on the 4th noticeboard, and agree to spend the cost for an additional door and anti-vandal lining for the glass: The 4th Noticeboard location was considered and agreed to go opposite the Old Frank pub, on the piece of grass by the fish and chip shop. New door £262, for Beccles Road. It was also agreed to have an 'events' noticeboard for the park. Total for 2 noticeboards and an extra door, £2282. Proposed by Cllr Page and seconded by Cllr Ashdown. **ALL AGREED**

Actin Cllr Page to source the anti-vandal film for the two noticeboards as soon as possible.

F160. Items for next agenda: Update on the museum

F161. Date for next meeting: 6pm 3rd April 2019.

F162. 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: Nothing to be discussed.

There being no more items to discuss the meeting closed at 7.30pm

Minutes approved on3rd April 2019

Signed
Finance Chair